BUSINESS TOOLS™

Accounting Solution

Level 2

General Ledger
Accounts Receivable
Accounts Payable

BUSINESS TOOLS INC

LEVEL 2

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INTRODUCTION AND INSTALLATION

Introduction

Welcome to the second level of The Accounting Solution. As with the first (language/data base manager), our attempt is to bring to the market good quality, supported business software at a reasonable price. In this group of programs we provide you with the means to: maintain your General Ledger and produce financial statements in any format desired; control your Accounts Receivables and easily and quickly print customer statements, ageings, sales reports; and to make sure your Payables don't become a monster (at least without you knowing about it first !); produce ageings, purchase reports, and print checks for invoices in the system.

You may not use all of the programs in the beginning but as you become more comfortable with the system you will find the additional information and capabilities invaluable. It should be comforting to know that you do have the future expansion possibilities provided, and through the unique capabilties of the TAS language, and the source code provided, the ability to change easily and quickly any features that don't quite match your own needs. Computers were actually meant to serve man not vice versa as so often it seems.

To further reduce the cost of operations and to make your move into computerized accounting as painless and as inexpensive as possible we can provide you with the specialized forms such as checks, invoices and statements. For more information please call Business Tools.

This manual is divided into 4 parts. The first is this introduction and the information necessary to install the program on your computer. The second part is a short

explanation of each item on each menu and when you would use it. This same explanation is also provided as help screens within each menu. (They may be displayed on your computer screen by entering a ? (question mark) at the enter field when a specific menu is active.) Part three is a program by program explanation of how it operates and an explanation of each field that is displayed on the screen. Part four is the technical information that you will find helpful if you are making changes to the programs. This includes file specifications, what files are used in which programs, etc.

As with all the Business Tools products if you have any suggestions on how to improve this manual or product please do no hesitate to call or write. We are very pleased that you have chosen TAS Level II and want to make it the best computer software you've ever had!

INSTALLATION INFORMATION

The first step in installing Level II is to install Level I. TAS.COM (or TAS.EXE depending on your computer) must be operating properly on your system before the application programs will work. So, if you haven't done it already please refer to the Level I manual (it is the one with the black printing on the cover).

A simple method is used to determine which files and programs pertain to which applications. All the General Ledger specific programs and files have a prefix of BTGL, i.e., BTGLCOA.M is the General Ledger Chart of Accounts master file. (NOTE: Even though we may refer to the .M or master, file or not give an extension at all, each data file in Level II will always have both a master file (.M) and a key file (.K).) All Accounts Receivable programs and files start with BTAR and Accounts Payable with BTAP. If you are not going to use a feature of Level II it may be left out; however, in General Ledger you must at least have the G/L Chart of Accounts file (BTGLCOA) and the System Wide Posting file (BTGLTRAN) present at all times for the rest of the system to operate. This is due to the integrated features of the programs. All programs that are ready to run have the extension .RUN and the source code has the extension .SRC. If you are receiving these programs as an upgrade to a Level I then you should replace the files TASDICT.M / TASDICT.K and TASFILE.M / TASFILE.K with those provided with this set of programs. If you are not going to make changes to the programs you do not have to keep the dictionary (TASDICT.K / TASDICT.M) on your system. They are only necessary when compiling programs, not for normal daily operation.

Another change to make if this is an upgrade (it is already done if you have purchased Level II as your initial package) is to alert the system that the main menu will now be the program BTMENU.RUN. This is accomplished by using the TINSTALL program (please see the installation section in the Level I manual). The choice within the installation program is number 4 (Enter General System Information) and the item you want to change is the FILE TO USE AS MAIN MENU. When the computer has displayed the above message enter BTMENU (the .RUN extension is already understood by the computer). The next question is: IS THIS TO BE THE PERMANENT MAIN MENU. Answer Y. The program will return to the main menu and enter 6 to update your version of TAS. The system will then attempt to run BTMENU.RUN every time it would normally run the language main menu. If it can't you will not be able to get into the language at all so be sure that BTMENU.RUN is on the same disk as the language (TAS).

If you do not have enough room on your default drive for all of the program and data files you may place some elsewhere. The data files themselves have their location controlled by the file locator program (Level I manual - Installation section). The programs may be placed in groups (G/L programs, A/R programs, A/P programs) on other drives if you have changed the location in the Central Information Maintenance section (choice 4 on the main menu), Maintain General Company Info (choice 1 on the Central Information Maintenance menu). Many times within this manual we will refer to menu choices. To better describe the choice we are referring to we will give a group of numbers, such as, 1-1. This would mean choice 1 on the main menu and choice 1 on the menu or program

that would appear next. For the above example the routing would be 4-1 (choice 4 on the main menu and 1 on the following menu).

```
THE ACCOUNTING SOLUTION (tm)
Central Information Maintenance

   User Name: Test Company                    Fiscal Year Start:  1/ 1/1985
     Address: Any Street                          Today's Date:  1/20/1985
City, St, Zip: Your City      , ST 99999

Program Locs: G/L: B  A/P: B  A/R: B
G/J Batch Num:     7 Posting Numbers:  G/J:  32  M/T:  19  System Wide:  13

A/R Inv Num:   127   A/P Inv Num:   209
```

The above screen would be displayed if you made the choices specified. In the middle of the screen on the left hand side you should notice the title Program Locs:. To the right are the abbreviations for the different groups. If you want to change the location then enter a different one for the appropriate group. NOTE: It must be a legal location for your system. (The system is delivered with @'s in each of the locations which is the representation for default drive.)

For more information on Central Information Maintenance please see the reference section of this manual (Part III).

The data files provided are sent with some data already in them. If you wish to clear all the files to prepare them for normal data entry then you should run the program BTCLRALL using choice 1 (Execute a TAS program) on the Language Main Menu. We recommended that you print out the data provided and play with it until you are comfortable with the system. This will help

alleviate the initial errors that might occur when you are entering live (actual) information.

How to Start Your System

There is a certain procedure that should be followed when initially starting up the Level II package. The purpose for this is to make sure that certain procedures are completed first before others that depend on them are attempted. The first item that must be accomplished is to enter your chart of accounts into the G/L Chart of Accounts File. This is accomplished using the Maintain G/L Chart of Accounts program (1-1).

The account coding system used in this package is a two stage type. The account code is made up of a 6 digit account number (integers only) and a 3 character alphanumeric department code. You do not have to enter the department code but is very helpful if you want to get reports for individual departments and still want to generate consolidated financial statements. If you use the department code then you must use it throughout as it becomes a part of the Chart of Account number. Please see the reference section of this manual for more information on G/L Chart of Account maintenance.

After the G/L Accounts are entered the next stage that should be completed before anything else is the entry of the Central Information (4-1,2,3,4). Each of these programs is very important in that the information they maintain is the backbone of how the data is passed from section to section. The reference section goes into detail about what each field represents.

Finally, the different Customers and Vendors may be entered into their respective files (2-1 and

3-1). NOTE: You may also enter the customer/vendor information when you are entering the first invoices for them. The program will notify you that the record does not exist for the code entered and do you want to enter a new customer/vendor. This will keep you from having to go back to the customer/vendor maintenance program, enter the appropriate record and then return to the invoicing program.

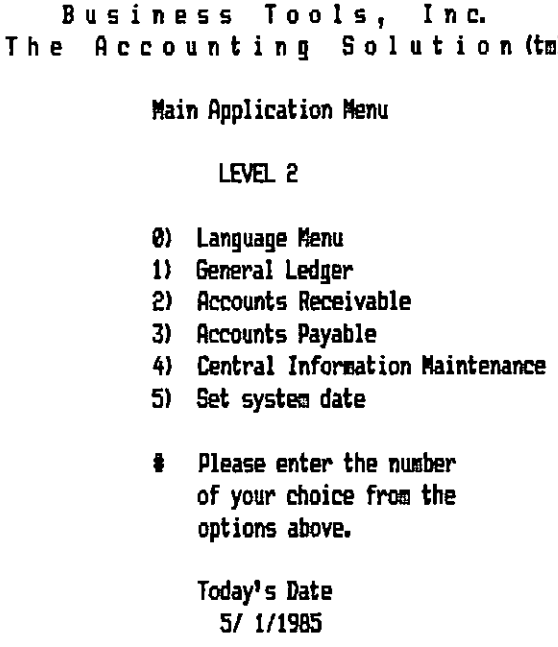
A note is applicable here about setting up customer/vendor codes. If you have run a computer accounting system before or have someone helping you then the following is probably not necessary. However, if this is your first time you need to give some thought as to how you want to set up your coding since you will be using it for a long time (hopefully!) and many times each day. We have setup the code as a 10 character alphanumeric field so that those who are addicted to using numbers may continue to do so, however, if we can advise against it we would like to. Create a code that means something to you. In most cases you only need a first part of the code to find the record and if you create them in a logical way you will always be able to find the desired record. The method we use at Business Tools is to use the first 3 characters from the first name (excluding The) and the first 3 characters from the second name then the state abbreviation and the city abbreviation. For example, our code would be BUSTOOWABE (BUSiness TOOls BEllevue WAshington). If we were looking for the customer record for this code we could enter the BUSTOO (we know the name of the company because the person calling, for example, gave it to us!) do a FIND command (^F default) and if the proper record was not found page back and forth (PREVIOUS command - ^P / NEXT command - ^N) until we found the correct record or until we

determined that the record didn't exist. (NOTE: For more information on the different control commands available please see Appendix E.) You may find another method that works better for you but we would suggest an alphanumeric code instead of a straight numeric code under any circumstances. You probably already have your G/L Chart of Accounts in numeric order and are used to it. But unless you already have numeric customer and vendor codes we recommend against them.

MENU EXPLANATIONS

II. MENU ITEM EXPLANATIONS

The following are each of the items on each menu. A short explanation follows each title which explains when it is used, and why or what purpose. This is similar to what is displayed on your crt screen when you enter a ? for the help screen.



The main menu screen that will chain to the other menus is above. By choosing the appropriate number you can run the other menus and from there run the appropriate program. The first menu we will look at is the General Ledger.

```
                    GENERAL LEDGER PROGRAMS

   GENERAL LEDGER CHART OF ACCTS          FINANCIAL STATEMENTS
1) Maintain G/L Chart of Accounts    |  9) Maintain Financial Stmt Formats
2) Print G/L Acct Numb and Desc      | 10) Print Financial Statements
3) Print G/L Amounts                 | 11) Close a Month Prior to Balance Sheet
4) Post System Transactions to G/L   |
                                     |       END OF PERIOD PROGRAMS
   GENERAL JOURNAL                   | 12) Print G/L History Report
5) Enter General Journal Xactions    | 13) Clear G/L History File
6) Post and Print G/J                | 14) Month End Routine
                                     | 15) Year End Routine
   RECOCURRING TRANSACTIONS          |
7) Maintain Monthly Xactions         |       CHECKING ACCOUNT PROGRAMS
8) Post/Backout Monthly Xactions     | 16) Print Current Check Acct Condition
   and Print Posting Report          | 17) Print Current Check Acct Balance
                                     | 18) Reconcile Check Register to Bank Stmt

## Please Enter the Number of Your Choice
   (Enter 0 or CR to return to Main Application Menu.
    Enter ? for help screens)
```

1-1 Maintain G/L Chart of Accounts - This is the program that will actually enter your Chart of Accounts into the system. This is the first program you should run when entering live data since there must be active G/L Account Numbers for many of the different operations you will complete. After entering the chart of accounts you should then enter the appropriate data into the Central Information Maintenance programs.

1-2 Print G/L Acct Numb and Desc - Will print a listing of all the G/L Chart of Account Numbers entered, number and Description only. Will provide you with a listing of accounts for refering to later. Prints on 8 1/2" wide paper.

1-3 Print G/L Amounts - Will print the accounts with the amounts listed by months. Totals are given for each quarter and year to date. Options are provided for printing budget, 1 year past and 2 year past amounts also.

1-4 Post System Transactions to G/L - All the individual transactions that occur throughout the system are compiled together into one file. This program takes those transactions and posts them to the G/L. It prints a posting report which can be reprinted. Each individual transaction is listed including appropriate supporting information; vendor/customer code, invoice number, etc., and after all the transactions have been posted, a summary of all transactions (the net change to each account) is listed at the end. This program should be run at least once every day and more often if desired. The amounts in the appropriate G/L Accounts will not change until this posting is completed.

1-5 Enter General Journal Xactions - Some times you may find transactions that occur that do not fit into the normal operations of a business, or that adjustments have to be made to certain accounts. This program is the one to use for just those times. NOTE: If you are adjusting Accounts Receivables or Payables you should use the appropriate program in that group. However, if the adjustment is a cash receipt or disbursement it will be entered properly into the correct checking account. This feature allows you to utilize this program as a stand alone for very small businesses that do not want to use the Accounts Payable or Accounts Receivable groups. **You may make Prior Period Adjustments, this year or previous years, using this program.**

1-6 Post and Print G/J - This program will post the entries made using the program above (1-5). It should be run whenever entries are made into the General Journal. It is a good idea to post the G/J entries immediately upon finishing them and checking to make sure they are correct.

1-7 Maintain Monthly Xactions - This will take care of the items that are posted monthly and also those that are posted each month and then backed out at the beginning of the next month. The applicable transactions should be entered using this program.

1-8 Post/Backout Monthly Xactions and Print Posting Report - This program will post the appropriate transactions entered in the program above (1-7). A posting report is also produced.

1-9 Maintain Financial Statement Formats - A very powerful Financial Statement Generator is provided to create any number of different types of statements. To set up a statement format (what you want the statement to look like when it prints) you would use this program.

1-10 Print Financial Statements - Once you have setup a Financial Statement Format using the program above (1-9) you may then print a statement using that format.

1-11 Close a Month Prior to Balance Sheet - Before you can print an accurate Balance Sheet you must close the Income and Expense accounts into the Retained Earnings (or similar) account. This program accomplishes that task. It may be run any number of times during the month since it is a non-destructive close (it doesn't clear the Income and Expense accounts). And you may close or reclose prior periods, even prior

years.

1-12 Print G/L History Report - When a posting is complete the program will put a record of the summary amount of the posting into the G/L History file. This program will print a listing of those transactions along with appropriate data; date, where from, etc. The total to date for each account will also be printed. This report along with the individual posting reports can provide a very complete audit trail.

1-13 Clear G/L History File - How many postings you have every month and how much storage space you have available will determine how many times during the year you run this program. All transactions presently in the file will be cleared and a beginning balance record will be created for each account with the amount of the current year to date balance for that account. If you have the space you may want to maintain this file for the entire year but it is not recommended that you clear it more than once a month.

1-14 Month End Routine - This would be used at the end of each month and before starting transactions for the following month. You should be sure that all reports that are desired are printed before this program is run since many items will not be recoverable. It will clear the General Journal file, the System wide posting file, delete all zero balance A/R's and A/P's and clear the month to date sales and purchases in customers and vendors respectively. A full backup of all your data should be completed before this step.

1-15 Year End Routine - This is done once a year and is run after the Month End Routine (1-

14) above. It will move the Current Amounts in the G/L Chart of Accounts back to 1 Year Past and the 1 Year Past to the 2 Years Past. It will also update the Beginning Balances for Assets, Liabilities and Owners Equity. The year to date figures for customer sales and vendor purchases will also be cleared.

1-16 Print Current Check Acct Condition - The system can handle up to 5 different checking accounts and these next three programs handle the operations for those accounts. This program will print the Beginning Balance and all checks and deposits for a particular account. The Ending Balance will be calculated and printed.

1-17 Print Current Check Acct Balance - This is similar to the program above, however, only the Beginning and Ending Balances are shown. This would be a quick and easy method for finding what the system thinks is the balance in your check book.

1-18 Reconcile Check Register to Bank Stmt - This program should be used upon receiving the bank's checking account statement. It will allow you to mark those checks and deposits that have cleared the bank and compare your calculated balance to the bank's. If all is correct the cleared items will be deleted from the checking account register.

CUSTOMER MAINTENANCE	INVOICING PROGRAMS
1) Maintain Customer File	11) A/R Invoice Entry and Adjustment
2) Maintain Ship to Address File	12) Enter Sales Orders
3) Print Cust Code and Name	13) Create Invoices from Sales Orders
4) Print Cust General Info	14) Print labels from Sales Orders
5) Print Cust Sales Info	15) Maintain Monthly Transaction File
6) Print Cust Credit Info	16) Create Invoices from Monthly Transaction file
7) Print Cust Ship To Addresses	17) Record Customer Payments
8) Print Cust Addresses on Labels	18) Age Invoices Totals Only
9) Create Name and Address 'Mailmerge' file	19) Age Invoices and Display Grand Totals
10) Print Cust Info on Rolodex Cards	20) Age Invoices by Open Item
	21) Print Statements

Please Enter the Number of Your Choice
(Enter 0 or CR to return to Main Application Menu.
Enter ? for help screens)

2-1 Maintain Customer File - This program will permit changing specific information in an existing customer record or entering a new customer record or deleting a current one. The A/R Invoice Entry Program (2-11) and the Enter Sales Orders Program (2-12) will also allow you to enter a new customer record but will not change an existing record.

2-2 Maintain Ship to Address File - Many times a customer will have one bill to address and several ship to addresses. This program will allow you to enter those ship to addresses for that customer. They may be used in the Enter Sales Orders Program (2-12) in this group and also in the Enter Sales Orders Program (in Level III) in the Order Entry Group.

2-5 Print Cust Sales Info - Will print month to date and year to date sales figures, date of last sale and payment, amount of outstanding

invoices and sales orders and the number of each. This is a 132 column report.

2-6 Print Cust Credit Info - Will print the customer code, name, contact, telephone number, number of outstanding invoices, amount of outstanding invoices, their high balance, and the average number of days before paying an invoice. This is a 132 column report.

2-7 Print Cust Ship To Addresses - Will print the addresses entered in the Maintain Cust Ship To Addresses Program (2-2).

2-8 Print Cust Addresses on Labels - Will print the customer name, address, city, state, zip and contact on a standard 3 1/2" X 15/16" label.

2-9 Create Name and Address 'Mailmerge' file - Will create a file of name, address, city, state, zip, and contact for use in a letter. The file is created in Quote/Comma delimited fashion and can be used directly in Wordstar Mailmerge (r) letters.

2-10 Print Cust Info on Rolodex Cards - Will print the customer name, address, city, state, zip and appropriate credit information on a Rolodex (r) card. If the information for a

customer has changed, or if they are newly entered, a new card will be printed automatically.

2-11 A/R Invoice Entry and Adjustment - This program is used to enter a new invoice for the customer or to adjust a current invoice. You will be allowed to disburse the invoice amount to a maximum of 10 different accounts. Once the invoice is entered it is automatically added to the customer's account. NOTE: This program creates a System Transaction. To post this please see Post System Transactions to G/L(1-4).

2-12 Enter Sales Orders - If you want to produce Sales Orders/Invoices for your customers on invoice forms you may enter the information through this program. Entries made here are printed in the next program (2-13).

2-13 Create Invoices from Sales Orders - The sales order information entered through the program above (2-12) is printed on Invoice forms in this program. The program will also create a new invoice for the customer and update all the appropriate information. NOTE: This program creates a System Transaction. To post this please see Post System Transactions to G/L(1-4).

2-14 Print Labels from Sales Orders - This program will print shipping labels from the Invoices created by the program above (2-13). The label is 5" X 2 7/8", however, the program may be easily modified for any size shipping label.

2-15 Maintain Monthly Transaction File - This program will provide you with a way of maintaining a group of transactions that will be billed to the customer each month. This would be used in cases such as rent, monthly payments,

etc. The transaction may be disbursed over a maximum of 10 different G/L Accounts.

2-16 Create Invoices from Monthly Transaction file - This program creates the actual invoices in the customer file from the entries made in the program above (2-15). NOTE: This program creates a System Transaction. To post this please see Post System Transactions to G/L(1-4).

2-17 Record Customer Payments - You would use this program whenever a customer payment is recevied and needs to be posted to their account. This program is also used to record the use of those payments for their outstanding invoices. NOTE: This program creates a System Transaction. To post this please see Post System Transactions to G/L(1-4).

2-18 Age Invoices Totals Only - This program will give a report of the amounts outstanding for each customer. Totals will be given for current, over 30 days, over 60 days and over 90 days. This is a 132 column report.

2-19 Age Invoices and Display Grand Totals - The program will allow you to display the outstanding invoice totals for current, over 30 days, over 60 days and over 90 days for all or a group of customers. Just the totals are shown and they are displayed on the screen.

2-20 Age Invoices by Open Item - This report will show the individual invoices for each customer and the age of that invoice, totals for the customer for each age group as in program (2-18) and the total for all customers chosen.

2-21 Print Statements - Will print the customers open invoice items on a statement form.

ACCOUNTS PAYABLE PROGRAMS

VENDOR MAINTENANCE	INVOICING PROGRAMS
1) Maintain Vendor File	9) A/P Invoice Entry and Adjustment
2) Print Vend Code and Name	10) Maintain Monthly Transaction File
3) Print Vend General Info	11) Create Invoices from Monthly Transaction file
4) Print Vend Purchases Info	12) List Invoices due by certain date
5) Print Vend Credit Info	13) Choose Invoices to be paid
6) Print Vend Addresses on Labels	14) Print Pro-forma check register
7) Create Name and Address 'Mailmerge' file	15) Print Checks
8) Print Vend Info on Rolodex Cards	16) Post Checks
	17) Age Invoices Totals Only
	18) Age Invoices and Display Grand Totals
	19) Age Invoices by Open Item

Please Enter the Number of Your Choice
(Enter 0 or CR to return to Main Application Menu.
Enter ? for help screens)

3-1 Maintain Vendor File - This program will permit changing specific information in an existing vendor record or entering a new vendor record or deleting a current one. The A/P Invoice Entry Program (3-9) will also allow you to enter a new vendor record but will not change an existing record.

3-2 Print Vend Code and Name - Will create a listing of the codes and names of each vendor in the file. Is generally used for reference.

3-3 Print Vend General Info - A more complete print out than that above (3-2). This also includes the vendor's address, telephone, contact and other appropriate information. This is a 132 column report.

3-4 Print Vend Purchases Info - Will print month to date and year to date purchase figures, date of last purchase and payment, amount of outstanding invoices and purchase orders and the number of each.

3-5 Print Vend Credit Info - Will print the vendor code, name, contact, telephone number, number of outstanding invoices, amount of outstanding invoices, your high balance, and the average number of days before paying an invoice. This is a 132 column report.

3-6 Print Vend Addresses on Labels - Will print the vendor name, address, city, state, zip and contact on a standard 3 1/2" X 15/16" label.

3-7 Create Name and Address 'Mailmerge' file - will create a file of name, address, city, state, zip, and contact for use in a letter. The file is created in Quote/Comma delimited fashion and can be used directly in Wordstar Mailmerge (r) letters.

3-8 Print Vend Info on Rolodex Cards - Will print the vendor name, address, city, state, zip and appropriate credit information on a Rolodex (r) card. If the information for a customer has changed, or if they are newly entered, a new card will be printed automatically.

3-9 A/P Invoice Entry and Adjustment - This program is used to enter a new invoice for the vendor or to adjust a current invoice. You will be allowed to disburse the invoice amount to a maximum of 10 different accounts. Once the invoice is entered it is automatically added to the vendor's account. NOTE: This program creates a System Transaction. To post this please see Post System Transactions to G/L(1-4).

3-10 Maintain Monthly Transaction File - This program will provide you with a way of maintaining a group of transactions that will be billed to you each month. This would be used in cases such as rent, monthly payments, etc. The transaction may be disbursed over a maximum of 10 different G/L Accounts.

3-11 Create Invoices from Monthly Transaction file - This program creates the actual invoices in the vendor file from the entries made in the program above (2-15). NOTE: This program creates a System Transaction. To post this please see Post System Transactions to G/L(1-4).

3-12 List Invoices due by certain date - will print a listing of all invoices that would be due or overdue by a certain date that you will enter. This program should be used when getting ready to pay bills.

3-13 Choose Invoices to be Paid - Once you know which bills you want to pay you would then use this program to mark those bills and to specify how much of each bill to pay if only partial payments are desired.

3-14 Print Pro-forma check register - This will list the invoices chosen to be paid and subtract them from the current balance for that specific cash account.

3-15 Print Checks - Will print the appropriate information about the invoices chosen on check forms.

3-16 Post Checks - Will post the information from the Print Checks Program (3-15) to the appropriate files. This should be run after the checks have been printed correctly but not

before. Once this program has been run the same checks cannot be printed again. NOTE: This program creates a System Transaction. To post this please see Post System Transactions to G/L(1-4).

3-17 Age Invoices Totals Only - This program will give a report of the amounts outstanding for each vendor. Totals will be given for current, over 30 days, over 60 days and over 90 days. This is a 132 column report.

3-18 Age Invoices and Display Grand Totals - The program will allow you to display the outstanding invoice totals for current, over 30 days, over 60 days and over 90 days for all or a group of vendors. Just the totals are shown and they are displayed on the screen.

3-19 Age Invoices by Open Item - This report will show the individual invoices for each vendor and the age of that invoice, totals for the vendor for each age group as in program (3-17) and the total for all vendors chosen.

Central Information Maintenance

LEVEL 2

0) Return to Main Application Menu
1) Maintain General Company Info
2) Maintain G/L Interface Accts
3) Maintain Checking Acct Info
4) Maintain Terms Info

Please enter the number of your choice from the options above.

4-1 Maintain General Company Info - Will allow you to enter the company name, address, fiscal year start, location of individual program groups, posting program run numbers, and next invoice numbers. This information should be entered before any live data is entered into the system other than the G/L Chart of Accounts.

4-2 Maintain G/L Interface Accts - These should be entered after the G/L Chart of Accounts is entered (1-1) but before any other live data is entered.

4-3 Maintain Checking Acct Info - You may have up to 5 different checking accounts within this system. At least 1 has be to be setup using this program.

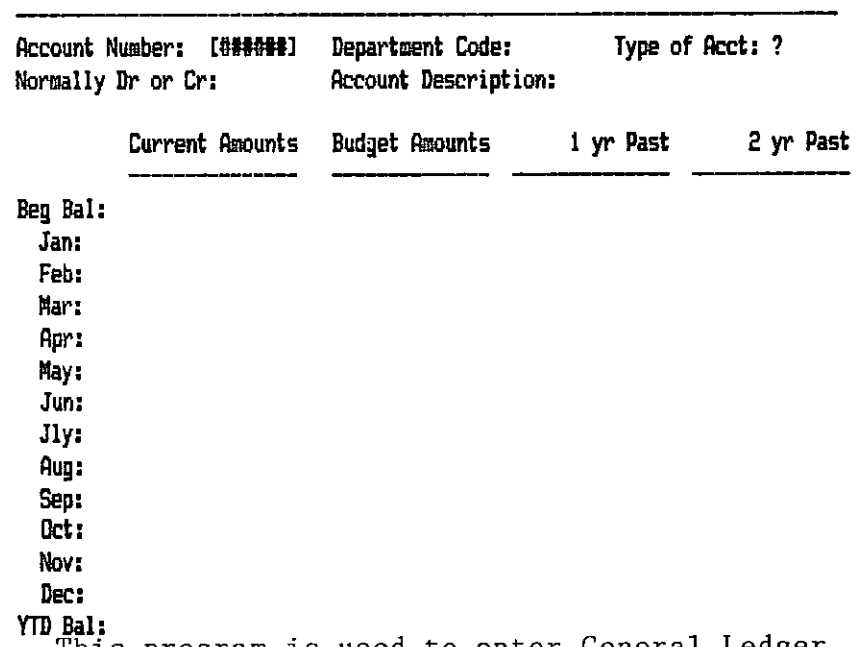
4-4 Maintain Terms Info - Up to 10 different terms groups may be setup using this program. They are then used by several other programs in the system for customer and vendor terms.

PROGRAM EXPLANATIONS

III. PROGRAM EXPLANATIONS

This section of the manual will take each program and explain each of the different entries on the screen and how it operates.

1-1 Maintain G/L Chart of Accounts



This program is used to enter General Ledger Accounts into the Chart of Accounts file. It would be used any time you wanted to add, change or delete a Chart of Accounts record. This could also be used to quickly find the balances in a specific account.

Field Explanations:

Account Number - A 6 digit numeric field that represents the actual account number, i.e, 100 might be Cash in Bank.

Department Code - A part of the total account code, this is a 3 character alphanumeric code

that can be used for setting up departments within the Chart of Accounts. Any print out that pertains to the General Ledger Chart of Accounts will allow you to limit the print by Department. This does not have to be used but if you do use departmentalized accounting this is where you would specify the department.

Type of Acct - A - Asset / L - Liability / O - Owners Equity / I - Income / E - Expense

Normally Dr or Cr - Whether the account normally has a Debit (D) balance or Credit (C) balance.

Account Description - 25 character alphanumeric field to be used as the account title.

Current Amounts - The monthly balances in this specific account for the current year. You will be allowed to enter the beginning balanace (Beg Bal) but all others must be entered through the normal operations of the system (General Journal, System Wide Posting, etc.).

Budget Amounts - You may enter these amounts if you want to keep track of the expected balances by month in this same account. Budget amounts may be printed on financial statements and with the feature of being able to print the variances in a statement (please see Print Financial Statements 1-10) these amounts could be very helpful.

1 yr Past - These are the amounts that were in the Current column last year.

2 yr Past - These are the amounts that were in the Current column 2 years ago.

Beg Bal - The beginning balance for each of the different types of amounts.

Jan - Dec - The monthly amounts for each of the different types.

YTD Bal - The balance year to date for Current Amounts and the full year total for Budget, 1 yr Past and 2 yr Past amounts.

Operations:

To enter a new account you would first enter the account number and the department code, if any. The system will then check to see if a matching account already exists with that number and code. If it does it will be displayed. You would then enter the account type, which is required, and the normal debit or credit. The account description is then entered and should be as complete as possible within the space allotted. This is the title that will print on the financial statements when they are printed.

Finally you may enter the beginning balance for the Current Amounts and the beginning balance and each of the monthly amounts for the Budget Amounts.

NOTE: Please keep in mind the need for having the Income and Expense accounts immediately next to each other, i.e., if the Income accounts are 400 to 499 then the Expense accounts should start with 500. All of these type of accounts should be in the same number range and no other type should intrude. The reason for this is that the Close a Month Prior to Balance Sheet program (1-11) must have the accounts this way to work properly. It starts with the first Income account and continues until the last Expense account.

1-2 Print G/L Acct Numb and Desc

```
                    GENERAL LEDGER

          Print out Account Number and Description Only


          Print From Account Number: ######
               Thru Account Number:
               For Department Code:

          Press just the Return key if you want all
          of the accounts to print.  If you don't
          enter the thru account number all of the
          accounts will print from your start to the end.
```

This program will print a listing of just the G/L Chart of Account Code (number and department), Type of Account, and the description. This would be used for a reference listing. The print out will fit on 8 1/2 " paper.

Field Explanations:

From Account Number - The first account number to be printed. Enter a number here if you want to limit the print out. If you enter just a CR (carriage return) the print out will start at the beginning of the file.

Thru Account Number - The last account number to be printed. Enter a number here if you want to limit the print out. If you enter just a CR the print out will end with the last account in the file.

For Department Code - If you want to limit the print out to just 1 department then enter the code here, otherwise just enter a CR for all departments.

Operations:

You would enter the From / Thru account numbers if you want to limit the print out and the department code if appropriate. This report may be sent to the screen, printer or disk.

1-3 Print G/L Amounts

```
                    GENERAL LEDGER

          Print out General Ledger Monthly Amounts


          Print From Account Number: ######
               Thru Account Number:
               For Department Code:
          Print Current Amounts:
          Print Budget Amounts:
          Print 1 Year Past Amounts:
          Print 2 Years Past Amts:

        Press just the Return key if you want all
        of the accounts to print.  If you don't
        enter the thru account number all of the
        accounts will print from your start to the end.
        To have all amounts print you must enter Y at
        each of the 4 places after Department Code.
```

This program will print all of the information about the account along with the monthly amounts. The print out will fit on 8 1/2" paper.

Field Explanations:

From Account Number - The first account number to be printed. Enter a number here if you want to limit the print out. If you enter just a CR (carriage return) the print out will start at the beginning of the file.

Thru Account Number - The last account number to be printed. Enter a number here if you want to limit the print out. If you enter just a CR the print out will end with the last account in the file.

For Department Code - If you want to limit the print out to just 1 department then enter the code here, otherwise just enter a CR for all departments.

Print Current Amounts - If you want the Current monthly amounts to print then enter a Y here.

Print Budget Amounts - If you want the Budget monthly amounts to print then enter a Y here.

Print 1 Year Past Amounts - If you want the 1 year past monthly amounts to print then enter a Y here.

Print 2 Years Past Amts - If you want the 2 years past monthly amounts to print then enter a Y here.

Operations:

You would enter the From / Thru account numbers if you want to limit the print out and the department code if appropriate. You would then enter a Y after each type of amount you want to print. This report may be sent to the screen, printer or disk.

1-4 Post System Transactions to G/L

```
GENERAL LEDGER
System Wide Posting Program

   Posting Date:        1/10/1985

   Post (P) or
   Reprint (R) the
   entire file:
```

This program will post the transactions created by the other modules within the system, such as, A/R and A/P.

Field Explanations:

Posting Date - The date this posting report is being run. Defaults to today's date.

Post (P) or Reprint (R) then entire file - If you want to actually post the transactions to the G/L then enter a P. However, if you want to get a listing of all of the transactions in the file posted or not then enter a R. You might want to do this at the end of the month before running the End of Month program.

Operations:

This program should be run on a regular basis. We recommend at least once a day. It produces a report that will automatically be sent to the printer. This report should be saved to help serve as an audit trail.

1-5 Enter General Journal Xactions

```
                    GENERAL JOURNAL ENTRY
Transaction Date: 1/10/1985  Batch Number: [    ]      Type of Trans: ?
Customer/Vendor:             Invoice Numb:            Dept Code:     ?
Description:
D/C/F   Acct Number   Acct Description          Dr Amount    Cr Amount
-----   -----------   ---------------------    ----------   ----------
?           -
            -
            -
            -
            -
            -
            -
            -
            -
            -
            -
            -
            -
            -
```

This program is used for entering the actual General Journal transactions into the system. These would be any that do not fit into the normal operations of the other modules. A loan received might be entered as a General Journal transaction.

Field Explanations:

Transaction Date - This is the month and year the item will be posted to. NOTE: You may make a prior period adjustment to a previous month in the current year or a previous year. Any dates that exceed two years will post to 2 years past amounts.

Batch Number - This is a number the computer will assign to the group of entries made at one time. If you exit the program and then return a new batch code will be assigned to the next entry saved. You may search for previous entries using the standard search control codes (please see Appendix E for more information). The batch code is a 4 digit numeric.

Type of Trans - G - standard General Journal Entry / C - Cash Receipt / D - Cash Disbursement / S - Credit Sale / P - Credit Purchase. NOTE: If this is a Cash Receipt or Cash Disbursement a record showing the cash amount will be added to the appropriate check register. For example, if it is a cash receipt then a deposit record will be added and if it is a cash disbursement then a check record will be added. By utilizing this feature you could maintain a check register without having to use the check writing program in A/P or the customer payments program in A/R.

Customer/Vendor - Used more for notation as it has no other purpose. 10 character alphanumeric you may enter a customer/vendor code or other information to determine where this item came from.

Invoice Numb - If there is an invoice number associated with the transaction it may be entered here. 10 character alphanumeric.

Dept Code - If this transaction is for a specific department then enter the code here. It will be used in conjuction with the account numbers that are entered during the disbursement portion.

Description - This is a 50 character alphanumeric field that is used as a general information line concerning what this

transaction is about.

D/C/F - D - debit this amount / C - credit this amount / F - finished with the transaction completely.

Acct Number - The first part is the actual G/L account number that the amount is to be disbursed to. The second part is the department code. This will default to the code you entered above but may be changed if necessary.

Acct Description - If you have entered a correct account number the description will be displayed here.

Dr Amount - If you entered a D in the first column then you will be able to enter the debit amount here.

Cr Amount - If you entered a C in the first column then you will be able to enter the credit amount here.

Cash Account Number - If this is a cash receipt or disbursement you will enter the account number (refers to the checking account number from 1 thru 5) here. Make sure you have setup at least 1 checking account in the Central Information Program (4-3).

Operations:

The screen below shows a typical transaction. This is a loan received from a bank of $10,000. The amount is debited to cash and credited to notes payable or other appropriate account(s). The system will also ask with checking account to save the amount to. If the amounts do not balance you will be notified of that and will be allowed to change your entry. NOTE: You may

change a transaction that has been entered and saved until it is posted. Then the only way to change it is to make another transaction.

```
                    G E N E R A L   J O U R N A L   E N T R Y
Transaction Date: 1/10/1985  Batch Number: [  7]      Type of Trans: ?C
Customer/Vendor: BANK        Invoice Numb:            Dept Code:     ?
Description:     Received loan from bank
D/C/F   Acct Number   Acct Description          Dr Amount    Cr Amount
-----   -----------   ----------------------   ----------   ----------
? D        100-       Cash in Bank               10000.00
  C        210-       Notes Payable                           10000.00
                -
                -
                -
                -
                -
                -
                -
                -
                -
                -
                -
                -

Enter the Cash account number this transaction will affect #
```

1-6 Post and Print G/J

```
GENERAL JOURNAL POSTING
and PRINTING PROGRAM

Posting Date:        1/10/1985

Post (P) or
Reprint (R) the
entire file:
```

This program is used to post the information entered in the General Journal entry program (1-5) to the General Ledger accounts.

Field Explanations:

Posting Date - The date this posting report is being run. Defaults to today's date.

Post (P) or Reprint (R) the entire file - If you want to actually post the transactions to the G/L then enter a P. However, if you want to get a listing of all of the transactions in the file posted or not then enter an R. You might want to do this at the end of the month before running the End of Month program.

Operations:

This program should be run whenever entries are made to the General Journal. It produces a report that will automatically be sent to the printer. This report should be saved to help serve as an audit trail.

1-7 Maintain Monthly Xactions

This program will allow you to create a General Journal type of transaction that will either be posted the same way each month or posted once and then reversed the next time the posting program is run.

Field Explanations:

Trans Code - This is a 3 character alphanumeric field that you would assign.

Last Post Date - The last date this item was posted to the G/L.

Nxt Post - O - regular posting type (the transaction will be posted just the way the item is disbursed below) / B - back out the next time this item is posted (reverse the way the item is disbursed below). This is filled in by the system.

Dept Code - Which department if applicable.

Description - A 50 character alphanumeric field for describing the transaction.

Always Post? - If this item is only to be posted the same way it is disbursed and never backed out then enter a Y otherwise enter a N.

D/C/F - D - debit this amount / C - credit this amount / F - finished with the transaction completely.

Acct Number - The first part is the actual G/L account number that the amount is to be disbursed to. The second part is the department code. This will default to the code you entered above but may be changed if necessary.

Acct Description - If you have entered a correct account number the description will be displayed here.

Dr Amount - If you entered a D in the first column then you will be able to enter the debit amount here.

Cr Amount - If you entered a C in the first column then you will be able to enter the credit amount here.

Operations: - The following is a typical screen for this type of transactions:

```
                    MONTHLY TRANSACTION MAINTENANCE

Trans Code: ?[ABC] Last Post Date:              Nxt Post: 0  Dept Code:  ?
Desc:  TO HANDLE DEPRECIATION                          Always Post:  ?Y
D/C/F   Acct Number   Acct Description          Dr Amount    Cr Amount
-----   ----------   ----------------------     ----------   ----------
? D        545-      Depreciation Expense          100.00
  C        146-      Accum Dep - Furn & Fix                     100.00
              -
              -
              -
              -
              -
              -
              -
              -
              -
              -
              -
              -

Save record in file: BTGLMONT  ? Y/N  Y
```

1-8 Post/Backout Monthly Xactions and Print Posting Report

```
MONTHLY TRANSACTION POSTING
and PRINTING PROGRAM

Posting Date:          1/10/1985

Working on Code:
```

This program will post or backout, depending on the Next Post code in the record, the transactions in the Monthly Transaction file.

Field Explanations:

Posting Date - The date this posting report is being run. Defaults to today's date.

Working on Code - The transaction code being posted.

Operations:

This program should be run at the end of the month to post the transactions and then again at the beginning of the next month to back out those transactions that are marked N in the Always Post field. NOTE: Even if all the transactions are marked Y in the Always Post field you should still run this posting program twice. The first time the Next Post field is set to B and the second time it is set back to 0.

1-9 Maintain Financial Stmt Formats

```
F I N A N C I A L   S T A T E M E N T   F O R M A T   M A I N T E N A N C E

Statement Name: **********  Action:     (Enter ? for help information)

Lne  Op  G/L From,To   Tot  Bse  P  Loc  $  D/C Desc
---  --  ------------ ---  ---  -  ---  -  --- ----------------------
                    :
                    :
                    :
                    :
                    :
                    :
                    :
                    :
                    :
                    :
```

This is a very unique program in micro computer business software since there aren't any other software packages that give you the flexability to format financial statements the way we do. Through this special program you can create a very limited statement or one that any corporate accountant would be proud of!

Field Explanations:

Statement Name - The 10 character name that you assign to this financial statement. Some typical names are TRIAL BAL1 (the first Trial Balance format), P&L3 (the third P & L statement format), etc. Try and make these names as meaningful as possible to yourself. These are the same names that you will use when asking for a financial statement to print.

Action - Since 10 lines are displayed on the screen at any one time this will determine what

you want to do next within the program. Right now we will explain what the different options are, later on we will show how and when to use them.

I - Insert a new record at the pointer location.

D - Delete the record at the pointer location.

C - Change the record at the pointer location.

E - Add to the end of the format.

H - Get a print out of the format.

N - Move the pointer down to the next line.

P - Move the pointer up to the previous line.

Q - Quit - We are finished with this particular statement format.

Lne - The line number of the statement format. This is maintained by the system.

Op - The operator or command code. The following are the legal codes:

CT - Clear total field. As the G/L account records are read and printed they will be added to a specific total field. This command will set that total field back to 0.

PT - Print total field. This command will print the total field that has been accumulated from the G/L account records

read.

TO - Go to the top of the next page (do a form feed).

PB - Print a number of blank lines. You will be able to enter the number to print.

PH - Print a header line.

PS - Print a single dashed line (------).

PD - Print a double dashed line (======).

GA - Get G/L accounts. This is the most used command and will get a specific account or a group of accounts and will print them (if desired) and/or add them to a total field to be displayed later.

AT - Add to total. This will take a total field and add the amount to another total field.

MT - Main title. This is only allowed once within the format and is always the first line. When a new format is entered this is always the default for the first line.

G/L From,To - If the command at the OP field was GA or Get Accounts then you will be able to enter the beginning and ending account numbers here. Only the account number is used, the department code would be entered, if applicable, when the statement is going to be printed.

Tot - If the command at the OP field was GA then this is the total field that the amounts in the G/L Accounts read will be added to. Must be between 1 and 20. This means that you may have up to 20 different total fields and since you

can clear (reuse them) you basically have an unlimited amount.

Bse - This is the percentage calculation base that will be used when printing financial statements if percentages have been requested. This is a number between 1 and 20 that is a specific total field. For example, in a P & L statement the percentage calculation base for an individual expense account line might be the total of all expense accounts, however, the base for the total of all expense accounts might be the total gross sales figure. You have the ability to stipulate a different total base for each and every line printed in a financial statement.

Prt - If the command at the OP field was GA then this will determine if the accounts are to be printed or if they were just to be added to a total. The purpose for this is if you want to add several accounts together and then print the total only on the statement rather than each individual account and amount.

Loc - When printing a financial statement up to 4 different columns may be specified at one time (please see the next program 1-10). However, if only 1 column is requested then you may format the statement so that different fields print in different locations. For example, you may want all of the accounts read to be printed in one location while the totals are offset into another column. This command will let you determine which column to print amounts or headings in if only 1 column is specified at report time. An example is below:

Profit & Loss Statement

Assets:

Cash	$	100.00
A/R		200.00
Total Assets:		300.00

In the above example we specified that the total field for Assets would print in a different location than the accounts themselves. This was due to our putting a 1 in the LOC field for the accounts and a 2 in the LOC field for the total print. The LOC value may be from 1 to 9. 1 is the left margin and for each additional number the item (both description and amount) is moved over 5 character positions. So, if the LOC value was 3 the item would be printed starting with the 15th character position from the left. The use of this option in the statement format setup will give you the ability to print very good looking statements. The statement printing program will automatically ignore this item if more than one column is specified at print out time.

**$** - Print a dollar sign ($) before the amount.

Desc - In the case of a header or total print this is the 25 character alphanumeric field that will be printed on the statement.

Operations:

The following is a simple financial statement, a Trial Balance. We will describe line by line the format.

```
Statment Name: TRIAL BAL                                    Page:    1
Lne  Op  G/L From,To      Tot  Bse  Prt  Loc  $  D/C Desc
---  --  ---------------  ---  ---  ---  ---  -  --- ----------------------
  1  MT        ,                                          Trial Balance Report
  2  PH        ,                    1                     TRIAL BALANCE ACCOUNTS:
  3  PB        ,    1
  4  GA    100,  600  1    1    Y    1    N
  5  PD        ,                    1
  6  PT        ,    1    1         1    N    C  Trial Balance Total:
```

The format consists of 6 different lines. When we entered the statement name, TRIAL BAL, these lines were displayed. If the statement had been new then an E would have been placed in the Action field and we would have entered the first line in the statement, the main title (MT). You should notice that the line pointer (>) is at the first line. If we were to change (C), delete (D), or insert (I) a line it would be at this location. To move the line pointer we enter an N (next) or P (previous) at the Action field. If you move the pointer to the 10th line on the screen and there are more lines to the format the program will clear the current lines from the screen and display the next group. The same thing will occur in case of the P (previous) command except that the pointer will go the opposite direction (up instead of down) on the screen.

If you wanted to insert a new line in the format then you would move the pointer to the correct

location in the format (by using the N or P command) and then enter an I for Insert. All of the following lines will be moved down one and you will be able to enter a new line.

Now to explain the statement format. The first line is the title of the format and will print along with the company name and date at the top of each page printed.

Line 2 is a header line and will be printed starting in the left most position.

Line 3 will print 1 blank line.

Line 4 will print the G/L accounts starting with account number 100 and ending with number 600, inclusive. The amounts printed (Prt = Y) will be added to the total field 1. Any percentages to be calculated will use this total field. Each item will be printed starting in the leftmost column (Loc = 1), and no dollar sign ($ = N) will be printed. You should notice that there is no Desc since the descriptions entered in the Chart of Accounts program will be used.

Line 5 will print a double total line (====). This is also at column location 1.

Line 6 will print the total field 1 using itself as a calculation base, the percentage will always be 100. It will also be printed in location 1, no dollar sign and the heading to be printed is Trial Balance Total.

The following is a sample report generated with the Trial Balance format:

Test Company Page: 1
Trial Balance Report
Thursday January 10, 1985

	Current Jan-Jan
TRIAL BALANCE ACCOUNTS:	
Cash in Bank	55100.00
Accounts Receivable	
Deposits	
Inventory	9543.22
Accounts Payable	9588.17
Notes Payable	10100.00
Taxes Payable	( )
Paid in Capital	50000.00
Retained Earnings	(5044.95)
Sales - Taxable	( )
Sales - Non-taxable	( )
Returns and Allowances	( )
Cost of Goods Sold	
Payroll Expense	
Entertainment	
Transportation	
Freight Out	5.00
Office Expense	39.95
Rent	5000.00
Telephone	
Utilities	
Income Tax	
Trial Balance Total:	(5044.95)

The following is a slightly more complex statement, a balance sheet.

Statment Name: BAL 1 Page: 1

Lne	Op	G/L From,To	Tot	Bse	Prt	Loc	$	D/C	Desc
1	MT	,							Balance Sheet Report
2	PH	,				1			Assets:
3	GA	100, 130	1	1	Y	1	N		
4	PS	,				2			
5	PT	,	1	1		2	Y	D	Total Assets:
6	PD	,				2			
7	CT	,	1						
8	PB	,	2						
9	PH	,				1			Liabilities:
10	GA	200, 220	1	1	Y	1	N		
11	PS	,				2			
12	PT	,	1	1		2	Y	C	Total Liabilities:
13	AT	,	1	2					
14	CT	,	1						
15	PB	,	2						
16	PH	,				1			Owner's Equity:
17	GA	300, 310	1	1	Y	1	N		
18	PS	,				2			
19	PT	,	1	1		2	Y	C	Total Owner's Equity:
20	AT	,	1	2					
21	PB	,	2						
22	PS	,				2			
23	PT	,	2	2		2	Y	C	Total Liab. & O.E.:
24	PD	,				2			

This statement is generated by the Balance Sheet format above:

Test Company — Page: 1
Balance Sheet Report
Thursday January 10, 1985

	Current Jan-Jan
Assets:	
Cash in Bank	55100.00
Accounts Receivable	
Deposits	
Inventory	9543.22
Total Assets:	$ 64643.22
Liabilities:	
Accounts Payable	9588.17
Notes Payable	10100.00
Taxes Payable	( )
Total Liabilities:	$ 19688.17
Owner's Equity:	
Paid in Capital	50000.00
Retained Earnings	(5044.95)
Total Owner's Equity:	$ 44955.05
Total Liab. & O.E.:	$ 64643.22

Finally a P & L statement format:

Statement Name: INC 1 Page: 1

Lne	Op	G/L From,To	Tot	Bse	Prt	Loc	$	D/C	Desc
1	MT	,							Income Statement
2	PH	,				1			Sales:
3	GA	400, 420	1	3	Y	1	N		
4	PS	,				2			
5	PT	,	1	3		2	Y	C	Total Sales:
6	AT	,	1	3					
7	PB	,	1						
8	PH	,				1			Expenses:
9	GA	500, 580	2	3	Y	1	N		
10	PS	,				2			
11	PT	,	2	3		2	Y	D	Total Expenses:
12	AT	,	2	3					
13	PB	,	1						
14	PS	,				3			
15	PT	,	3	3		3	Y	C	Net Income Before Taxes:
16	PD	,				3			

And the P & L Statement generated from the format:

Test Company Page: 1
Income Statement
Thursday January 10, 1985

	Current Jan-Jan
Sales:	
Sales - Taxable	2195.00
Sales - Non-taxable	2998.22
Returns and Allowances	( )
Total Sales:	$ 5193.22
Expenses:	
Cost of Goods Sold	
Payroll Expense	
Entertainment	
Transportation	
Freight Out	5.00
Office Expense	39.95
Rent	5000.00
Telephone	
Utilities	
Total Expenses:	$ 5044.95
Net Income Before Taxes:	$ 148.27

1-10 Print Financial Statements

```
FINANCIAL STATEMENT PRINTING PROGRAM

                    Statement Name: **********

Column 1
--------

Which Amounts: ?    Beg Month: ?    End Month: ?    Beg Bal (Y/N): ?

Column 2
--------

Which Amounts: ?    Beg Month: ?    End Month: ?    Beg Bal (Y/N): ?

Column 3
--------

Which Amounts: ?    Beg Month: ?    End Month: ?    Beg Bal (Y/N): ?

Column 4
--------

Which Amounts: ?    Beg Month: ?    End Month: ?    Beg Bal (Y/N): ?

Print Acct Num (Y/N): ?      Which Dept Code:      Calc %'s (Y/N): ?
```

This program will use the formats entered in the program above (1-9) and will print out the statements desired for the proper amounts and types.

Field Explanations:

Statement Name - The same name you assigned to the statement format in program 1-9.

Which Amounts - C - current amounts / B - budget amounts / 1 - 1 year past / 2 - 2 years past. If you are in Column 3 you may also enter D - difference. This will print the difference of column1 and column2 (column3 = column1-column2). Each column may have a different amount type.

Beg Month - The first month you want to print the amounts from. For example, if you want to print the total of amounts from January thru March then the Beg Month would be 1.

End Month - The last month you want to print the amounts from. For example, if you want to print the total of amounts from January thru March then the End Month would be 3.

Beg Bal (Y/N) - If you want to add the beginning balance along with the monthly amounts enter Y otherwise enter N.

Print Acct Num (Y/N) - If you want to print the G/L Account Numbers along with the description then enter Y.

Which Dept Code - If this report is for a specific department then enter the code here.

Calc %'s - If you want to calculate and print percentages for the amounts then enter Y.

Operations:

This program can print up to 4 columns or statements at one time. This is very helpful when trying to do comparisons from one period to another. A unique feature of this system is the ability to take the difference of column 1 and column 2 and print it in column 3. You no longer have to do this by hand. The statements may be printed on the screen, printer or to disk; however, any statement more than two columns will not fit on the screen and should be sent to the printer or disk.

The following is an example of a financial statement printing session and the statement that will result:

```
F I N A N C I A L   S T A T E M E N T   P R I N T I N G   P R O G R A M

                    Statment Name:  BAL 1
Column 1
--------
Which Amounts: ?C   Beg Month: ? 1   End Month: ? 1   Beg Bal (Y/N): ?Y

Column 2
--------
Which Amounts: ?    Beg Month: ?     End Month: ?     Beg Bal (Y/N): ?

Column 3
--------
Which Amounts: ?    Beg Month: ?     End Month: ?     Beg Bal (Y/N): ?

Column 4
--------
Which Amounts: ?    Beg Month: ?     End Month: ?     Beg Bal (Y/N): ?

Print Acct Num (Y/N): ?N      Which Dept Code:        Calc %'s (Y/N): ?N

Send this report to the Screen, Printer, or Disk file: S
```

This is the Balance sheet that would result using the same format we entered in program 1-9:

Test Company — Page: 1
Balance Sheet Report
Thursday January 10, 1985

	Current Jan-Jan
Assets:	
Cash in Bank	55100.00
Accounts Receivable	5193.22
Deposits	
Inventory	9543.22
Total Assets:	$ 69836.44
Liabilities:	
Accounts Payable	9588.17
Notes Payable	10100.00
Taxes Payable	( )
Total Liabilities:	$ 19688.17
Owner's Equity:	
Paid in Capital	50000.00
Retained Earnings	148.27
Total Owner's Equity:	$ 50148.27
Total Liab. & O.E.:	$ 69836.44

1-11 Close a Month Prior to Balance Sheet

```
GENERAL LEDGER CLOSING PROGRAM

Enter Beginning Account Number: ?######
Enter Ending Account Number:    ?

Enter Retained Earnings/Income
Summary Account Number:         ?

Which Department:
Which Month (1 - 12):
Which Account Type (C/B/1/2):   ?

(This is a non-destructive close, i.e., it will
 not change any account other than the Retained
 Earnings Account and may be run many times during
 the month)

Reading Account Number:        -     Net Amount:
```

This program will 'close' the Income and Expense account amounts into the Retained Earnings (or equivalent) account in the General Ledger. This is a non-destructive close, i.e., it does not actually clear the Income and Expense amounts, and may be run as many times as desired during the month. You may also reclose prior periods (after a prior period adjustment, for example) even in previous years.

Field Explanations:

Beginning Account Number - The beginning of the accounts to be closed. Generally this is the first income account.

Ending Account Number - The last account to be closed. Generally this is the last expense account.

Retained Earnings/Income Summary Account Number - which account the amount will be closed to.

Which Department - The specific department code if applicable

Which Month (1-12) - The month to be closed.

Which Account Type (C/B/1/2) - C - current amounts / B - budget amounts / 1 - 1 year past amounts / 2 - 2 year past amounts.

Operations:

The system will read through the accounts delimited by beginning and ending account number and will display the number of the account being closed. The net amount to be placed in the Retained Earnings account will also be displayed.

The following example will show the accounts from 400 thru 600 inclusive being closed into account 310. We are closing the first month of the current amounts:

```
GENERAL LEDGER CLOSING PROGRAM

     Enter Beginning Account Number: ?  400
     Enter Ending Account Number:    ?  600

     Enter Retained Earnings/Income
     Summary Account Number:         ?  310

     Which Department:
     Which Month (1 - 12):              1
     Which Account Type (C/B/1/2):   ?C

     (This is a non-destructive close, i.e., it will
      not change any account other than the Retained
      Earnings Account and may be run many times during
      the month)

     Reading Account Number:   310-     Net Amount:
```

1-12 Print G/L History Report

GENERAL LEDGER HISTORY PRINTING PROGRAM

```
Print From G/L Account Number: ######
     Thru G/L Account Number:

For Department (code) only:  ?
```

This program will print out the information in the history file (results from the posting programs).

Field Explanations:

From Account Number - The first account number to be printed. Enter a number here if you want to limit the print out. If you enter just a CR (carriage return) the print out will start at the beginning of the file.

Thru Account Number - The last account number to be printed. Enter a number here if you want to limit the print out. If you enter just a CR the print out will end with the last account in the file.

For Department Code - If you want to limit the print out to just 1 department then enter the code here, otherwise just enter a CR for all departments.

Operations:

You would enter the From / Thru account numbers if you want to limit the print out and the department code if appropriate. This report may be sent to the screen, printer or disk.

1-13 Clear G/L History File

```
CLEAR GENERAL LEDGER HISTORY FILE

     This program will DELETE ALL records currently
     in the General Ledger History File.  It will then
     create new beginning balances in the history file
     to match the current year to date balances in the
     General Ledger Chart of Accounts.

     If you are sure you want to continue then enter YES,
     anything else will return you to the G/L Menu.

     NOTE:  Once you have run this program you will NOT be
     able to get another print out of the history data
     that is currently there.

     Do you want to continue ?:  ***

     Reading G/L Account Number:       -
```

This program will delete all of the records from the history file and will create new beginning balance records using the current amount year to date figures in the Chart of Accounts.

Operations:

If you want to continue with the program then you would enter YES at the Do you want to continue ? entry. After the file is cleared which takes just a moment you will see each of the G/L account number and department codes appear on the screen as the program creates the new beginning balances. This program should not be run until the final history report is printed since once this is done the data will be erased.

1-14 Month End Routine

END OF MONTH PROGRAM

Level II

This program will do all of the End of the Month processing that should be completed before the next month's entries are started. If this is a end of year also then you must run the End of Year program (item 15) in addition to this program. To continue enter YES. Any other entry will return you to the G/L menu. NOTE: All neccessary reports should have been produced before this program is run as the data once removed is unrecoverable!

Do you want to continue ?: ***

Working on Code:

This program will clear the System Wide posting file, the General Journal posting file, and the customer and vendor month to date sales and purchases figures.

Operations:

Before you run this program you should have all the reports you want since some data is erased. You should be sure that customer statements are run before this since any payments made, and the bills paid with those payments, will be removed. To continue with the Month End procedure enter YES at the Do you want to continue ? entry. The program will keep you informed as to what is happening.

1-15 Year End Routine

```
END OF YEAR PROGRAM

Level II

This program will do all of the End of the Year processing that should
be completed before the next year's entries are started.  You should
have run End of Month (item 14) before running this program.  To
continue enter YES.  Any other entry will return you to the G/L menu.

     Do you want to continue ?: ###

     Working on Code:
     Working on G/L:        -
```

This program should be run after the Month End Routine (1-14) has been run for the final time for the year.

Operations:

This program will clear the customers and vendors year to date sales and purchases information. It will also move the current amounts in the G/L to 1 year past and the 1 year past amounts to 2 years past. The current beginning balances will also be updated for the appropriate accounts.

1-16 Print Current Check Acct Condition

```
CURRENT CHECKING ACCOUNT
    CONDITION REPORT

        For Checking Acct #: ?1

        All checks or (A)
        just reconciled
        checks       (R):
```

This program will print out the beginning balance, outstanding checks and deposits, and ending balance for a specific checking account.

Field Explanations:

For Checking Acct # - The specific checking account number from 1 through 5.

All checks (A) or just reconciled (R) checks - If you want a listing of checks and deposits that you have marked as being cleared by the bank then enter R otherwise enter A and all outstanding checks and deposits will be printed.

Operations:

You would enter the checking account number and then whether or not you wanted all checks and deposits or just those that you had marked as cleared by the bank. The report may be sent to the screen, printer or disk.

1-17 Print Current Check Acct Balance

```
CURRENT CHECKING ACCOUNT
    CONDITION REPORT

        For Checking Acct #: ?1

        All checks or (A)
        just Reconciled
        checks       (R):


        Beginning Balance:
        Ending Balance:
```

This is very similar to the program above (1-16) however, it does not create a print out but will just print the beginning and ending balances on the screen for a specific checking account.

Field Explanations:

For Checking Acct # - The specific checking account number from 1 through 5.

All checks (A) or just reconciled (R) checks - If you want a listing of checks and desposits that you have marked as being cleared by the bank then enter R otherwise enter A and all outstanding checks and deposits will be printed.

Operations:

You would enter the checking account number and then whether or not you wanted all checks and deposits or just those that you had marked as cleared by the bank. Each record in the appropriate checking account will be read and added to or subtracted from the ending balance.

1-18 Reconcile Check Register to Bank Stmt

```
RECONCILE CHECKING ACCOUNT PROGRAM

                For Checking Acct #: ?1

Check/Deposit Number   Type   Amount        Who to      Date
-------------------   ----   ----------    --------    --------
 ?[          ]

                Beginning Balance:
                Ending Balance:
```

This program will allow you to mark the items cleared by the bank and to verify if the bank's statement is correct.

Field Explanations:

For Checking Acct # - The specific checking account number from 1 through 5.

Check/Deposit Number - The number/code of the item that has cleared the bank.

Type - Whether it is a check or deposit.

Amount - The amount of the item.

Who to - Which vendor or customer did this pertain to.

Date - The date of the check/deposit.

Operations:

The following screen shows an example of a check that has cleared the bank and is ready to be marked. If everything is correct then you would enter Y.

```
RECONCILE CHECKING ACCOUNT PROGRAM

                For Checking Acct #: ?1
                                     TEST

Check/Deposit Number   Type   Amount        Who to    Date
------------------     ----   ----------    -------   --------
?I101          ]       Dep      10000.00    BANK      1/10/1985

                Beginning Balance:
                Ending Balance:

Has this item cleared the bank (Y/N) ? Y
```

NOTE: If there are bank charges on the statement you should enter them as General Journal entries (cash disbursements) and then mark them as cleared when reconciling the bank statement.

To check the balance of the account against the statement amount do not make any entry in the Check/Deposit number field (clear the field if necessary with a clear field command - default

is ^U). The system will then recalculate the ending balance for just those items cleared by the bank and will display the following screen:

```
RECONCILE CHECKING ACCOUNT PROGRAM

                For Checking Acct #: ?1
                                     TEST

Check/Deposit Number   Type   Amount        Who to      Date
------------------     ----   ----------    ---------   --------
  ?[102        ]       Dep      50000.00    INVESTMENT  1/10/1985


                Beginning Balance:        2984.19
                Ending Balance:          12984.19


Does the ending balance match what the bank has (Y/N) ? Y
```

If the ending balance does not match the ending bank statement balance please recheck the items you have marked as cleared to make sure that everything has been marked properly. If you marked an item the first time by mistake you may just call it back up on the screen by entering the number/code in the Check/Deposit Number entry field and when the program asks if the item has been cleared enter N. This will unmark this item. If all of the items are marked correctly and none are missing then it is possible that the bank has made a mistake!

Once the balance matches what the bank has you should enter Y and the marked items will be deleted and a new beginning balance (the bank statement ending balance) will be created.

2-1 Maintain Customer File

```
CUSTOMER MAINTENANCE PROGRAM

Code:    [**********]                    Start Date:
Name:                                    Salesperson:
Address:                                 Terms:          ?
Address:                                 Credit Limit:
City:                                    Taxing Auth:
State:                                   Taxable (Y/N):
Zip:     [          ]                    Statement (Y/N):
Country:                                 Price Matrix #:

Contact:                                 Tele #:
-------------------------------------------------------------------------

Number of Open Sales Orders:             Amt of Open Sales Orders:
Number of Open Invoices:                 Amt of Open Invoices:
Date of Last Sale:                       Date of Last Payment:
High Balance:                            Average Pay Time:

      Sales              COGS              Net              Pct N/G
MTD
YTD
```

This program will allow you to enter, change, and delete customer records. There is a similar entry in the Invoice Entry Program (2-11) and in the Sales Order Entry Program (2-12) when entering an invoice or sales order for a customer that doesn't exist.

Field Explanations:

Code - The customer code you assign. Please see our suggestions about codes in the installation section of this manual. This is a 10 character alphanumeric field.

Name - The customer name. 25 characters.

Address - Two address lines are provided. Each are 25 characters long.

City - The customer's city. 15 characters.

State - The customer's state. 2 characters.

Zip - Zip code. 10 characters alphanumeric. NOTE: This will handle both the new U.S. Zip Codes and the Canadian and English Postal Codes.

Country - 10 characters.

Contact - Who your normal contact person is at your customer's office.

Start Date - The date they started doing business with you.

Salesperson - A 2 letter code for their normal salesperson.

Terms - Their regular terms number (uses the appropriate number that has been set up in the Central Information Maintain Terms Program).

Credit Limit - Their maximum credit limit, if applicable.

Taxing Auth - The taxing authority code for the proper collection of sales tax and figures. This is only applicable to those who have Level III.

Taxable (Y/N) - Whether sales to this customer are normally taxable (Y) or not (N).

Statement (Y/N) - Whether or not they receive a statement.

Price Matrix # - Please refer to the Level III manual for information about this item.

Tele # - The telephone number where your contact person may be reached.

Number of Open Sales Orders - used by Level III.

Amt of Open Sales Orders - used by Level III.

Number of Open Invoices - Those invoices that are still active and have not been closed yet.

Amt of Open Invoices - The total value of all open invoices.

Date of Last Sale - The date of the last Sales Order or Invoice.

Date of Last Payment - When you last received a check from this customer.

High Balance - The largest balance this customer has ever had with you.

Average Pay Time - The average number of days between the invoice date and the date the invoice is paid in full. This should be a very helpful item.

Sales - Gross Sales figures Month to Date and Year to Date.

COGS - Cost of Goods Sold figures Month to Date and Year to Date. There will be amounts in this column only if you are using Level III.

Net - Sales minus COGS.

Pct N/G - The calculated percentage of net sales to gross sales.

The following is sample customer record:

CUSTOMER MAINTENANCE PROGRAM

Code: [ABCCOMWAWA]	Start Date: 1/10/1985
Name: The ABC Company	Salesperson: PM
Address: 111 Pearl Street	Terms: ?1
Address:	Credit Limit:
City: Walla Walla	Taxing Auth: WA
State: WA	Taxable (Y/N): Y
Zip: [99333]	Statement (Y/N): Y
Country:	Price Matrix #:
Contact: Tom Dyster	Tele #: 509-555-1111

Number of Open Sales Orders:	Amt of Open Sales Orders:
Number of Open Invoices:	Amt of Open Invoices:
Date of Last Sale:	Date of Last Payment:
High Balance:	Average Pay Time:

	Sales	COGS	Net	Pct N/G
MTD				
YTD				

Operations:

The entering of customer records is very straight forward. The address that should be entered is the billing address since you have the opportunity to enter ship to addresses in the next (2-2) program. The items below the dashed line are maintained by the system. You may not have duplicate customer codes and you cannot change a code or delete a record if there are outstanding invoices or sales orders.

2-2 Maintain Ship to Address File

```
CUSTOMER SHIP TO MAINTENANCE

Customer Ship To Code: [**********]
Customer Master Code:  ?


Ship To Name:
Ship To Address:
Ship To Address:
Ship To City:
Ship To State:
Ship To Zip:
Ship To Country:

Ship To Contact:
Ship To Telephone:
```

This program will allow you to enter as many Ship To Addresses as you wish for each customer.

Field Explanations:

Customer Ship To Code - The same type of code as the normal customer code, however, this only pertains to the ship to record. 10 characters.

Customer Master Code - This is the original customer code entered through the customer maintenance program.

Ship To Name - The customer's ship to name. 25 characters.

Ship To Address - Two address lines may be entered. 25 characters each.

Ship To City - City name. 15 characters.

Ship To State - State code. 2 characters.

Ship To Zip - Zip code (Postal Code). 10 characters.

Ship To Country - Country name, if applicable. 10 characters.

Ship To Contact - The customer's ship to contact if different than the normal contact.

Ship To Telephone - The customer's ship to telephone number if different than the normal number.

Operations:

First you must create a code for the ship to record. This may be the same as the regular customer code. When you enter the Customer's regular code if it is in the file the name will appear directly below. NOTE: You must have an active master record before ship to addresses may be entered.

The following is a sample Ship To record:

CUSTOMER SHIP TO MAINTENANCE

Customer Ship To Code: [ABCCOMSHIP]
Customer Master Code: ?ABCCOMMAIN

Ship To Name:	The ABC Company
Ship To Address:	Receiving Department
Ship To Address:	999 W. Toad Street
Ship To City:	Pasco
Ship To State:	WA
Ship To Zip:	99999
Ship To Country:	
Ship To Contact:	Bill Frogger
Ship To Telephone:	509-111-2222

2-3 Print Cust Code and Name

```
ACCOUNTS RECEIVABLE

Print Out Customer Code and Name Only

Print From Customer Code: **********
     Thru Customer Code:
```

This program will print a listing of just the Customer codes and their names. This would be used for a reference listing. The print out will fit on 8 1/2 " paper.

Field Explanations:

From Customer Code - The first customer record to be printed. Enter a code here if you want to limit the print out. If you enter just a CR (carriage return) the print out will start at the beginning of the file.

Thru Customer Code - The last customer record to be printed. Enter a code here if you want to limit the print out. If you enter just a CR the print out will end with the last account in the file.

Operations:

You would enter the From / Thru customer codes if you want to limit the print out. This report may be sent to the screen, printer or disk.

Print Cust General Info

```
ACCOUNTS RECEIVABLE

Print Out Customer General Information

    Print From Customer Code: **********
         Thru Customer Code:


    This is a wide report and should be
    sent to the printer to see all of it
```

This program will print the customer code, name, address information, contact, telephone number, date start, credit limit, salesperson, taxing authority, whether or not taxable, whether or not they get a statement and their price matrix number. This is a 132 column report.

Field Explanations:

From Customer Code - The first customer record to be printed. Enter a code here if you want to limit the print out. If you enter just a CR (carriage return) the print out will start at the beginning of the file.

Thru Customer Code - The last customer record to be printed. Enter a code here if you want to limit the print out. If you enter just a CR the print out will end with the last account in the file.

Operations:

You would enter the From / Thru customer codes if you want to limit the print out. This report

may be sent to the screen, printer or disk, however, to get the whole report it must be sent to the printer or disk.

2-5 Print Cust Sales Info

```
ACCOUNTS RECEIVABLE

Print Out Customer Sales Information

Print From Customer Code: **********
     Thru Customer Code:


This is a wide report and should be
sent to the printer to see all of it
```

This program will print out the customer code and name, number of outstanding invoices and sales orders, amount of outstanding invoices and sales order, date of last payment and date of last sale, and sales, cogs, net sales and percentage of net to gross for month to date and year to date.

Field Explanations:

From Customer Code - The first customer record to be printed. Enter a code here if you want to limit the print out. If you enter just a CR (carriage return) the print out will start at the beginning of the file.

Thru Customer Code - The last customer record to be printed. Enter a code here if you want to limit the print out. If you enter just a CR the print out will end with the last account in the file.

Operations:

You would enter the From / Thru customer codes if you want to limit the print out. This report may be sent to the screen, printer or disk, however, to get the whole report is must be sent to the printer or disk.

2-6 Print Cust Credit Info

```
ACCOUNTS RECEIVABLE

Print Out Customer Credit Information

Print From Customer Code: **********
     Thru Customer Code:


This is a wide report and should be
sent to the printer to see all of it
```

This program will print out the customer code, name, contact, telephone number, number of outstanding invoices, amount of outstanding invoices, high balance, and average days to pay a bill.

Field Explanations:

From Customer Code - The first customer record to be printed. Enter a code here if you want to limit the print out. If you enter just a CR (carriage return) the print out will start at the beginning of the file.

Thru Customer Code - The last customer record to be printed. Enter a code here if you want to limit the print out. If you enter just a CR the print out will end with the last account in the file.

Operations:

You would enter the From / Thru customer codes if you want to limit the print out. This report may be sent to the screen, printer or disk, however, to get the whole report it must be sent to the printer or disk.

2-7 Print Customer Ship To Addresses

```
ACCOUNTS RECEIVABLE

Print Out Customer Ship To Information

    Print From Customer Code: **********
         Thru Customer Code:


    This is a wide report and should be
    sent to the printer to see all of it
```

This program will print out the customer code, the ship to code, name, address, city, state, zip, country, contact, and telephone number.

Field Explanations:

From Customer Code - The first customer record to be printed. Enter a code here if you want to limit the print out. If you enter just a CR (carriage return) the print out will start at the beginning of the file.

Thru Customer Code - The last customer record to be printed. Enter a code here if you want to limit the print out. If you enter just a CR the print out will end with the last account in the file.

Operations:

You would enter the From / Thru customer codes if you want to limit the print out. This report may be sent to the screen, printer or disk, however, to get the whole report it must be sent to the printer or disk.

2-8 Print Cust Addresses on Labels

ACCOUNTS RECEIVABLE

Print Out Customer Name and Address on Labels

Print From Customer Code: **********
Thru Customer Code:

This program will print out the customer name, address, city, state and zip from the master customer record on labels 3 1/2" X 15/16".

Field Explanations:

From Customer Code - The first customer record to be printed. Enter a code here if you want to limit the print out. If you enter just a CR (carriage return) the print out will start at the beginning of the file.

Thru Customer Code - The last customer record to be printed. Enter a code here if you want to limit the print out. If you enter just a CR the print out will end with the last account in the file.

Operations:

You would enter the From / Thru customer codes if you want to limit the print out. This report was designed to work with standard data labels.

2-9 Create Name and Address 'Mailmerge' file

```
A C C O U N T S   R E C E I V A B L E

Create a 'MailMerge'* file for Names and Addresses

Print From Customer Code: **********
     Thru Customer Code:

   Reading Customer Code:
```

* Registered Trademark of MicroPro Corporation

This program will create records on the disk in the data file CUSTFILE.DTA for the customers chosen. The records will be in quote/comma delimited format, i.e., all fields will be separated by commas, and those fields containing commas will be enclosed by quote marks. The data sent to the disk will include; customer name, address, city, state, zip, and contact name.

Field Explanations:

From Customer Code - The first customer record to be printed. Enter a code here if you want to limit the print out. If you enter just a CR

(carriage return) the print out will start at the beginning of the file.

Thru Customer Code - The last customer record to be printed. Enter a code here if you want to limit the print out. If you enter just a CR the print out will end with the last account in the file.

Operations:

You would enter the From / Thru customer codes if you want to limit the creation of the mailmerge records. As the customer records are read the codes will be displayed on the screen.

2-10 Print Cust Info on Rolodex Cards

```
                    ACCOUNTS  RECEIVABLE

        Print Out Customer Name and Address on Rolodex* Cards

                Print From Customer Code: **********
                     Thru Customer Code:

                All Customers (A) or just
                those with changes or that
                haven't been printed
                before (C):
```

Rolodex is a Registered Trademark of the Rolodex Corp.

This program will print the customer address and credit info on standard full size Rolodex (r) cards.

Field Explanations:

From Customer Code - The first customer record to be printed. Enter a code here if you want to limit the print out. If you enter just a CR (carriage return) the print out will start at the beginning of the file.

Thru Customer Code - The last customer record to be printed. Enter a code here if you want to limit the print out. If you enter just a CR the

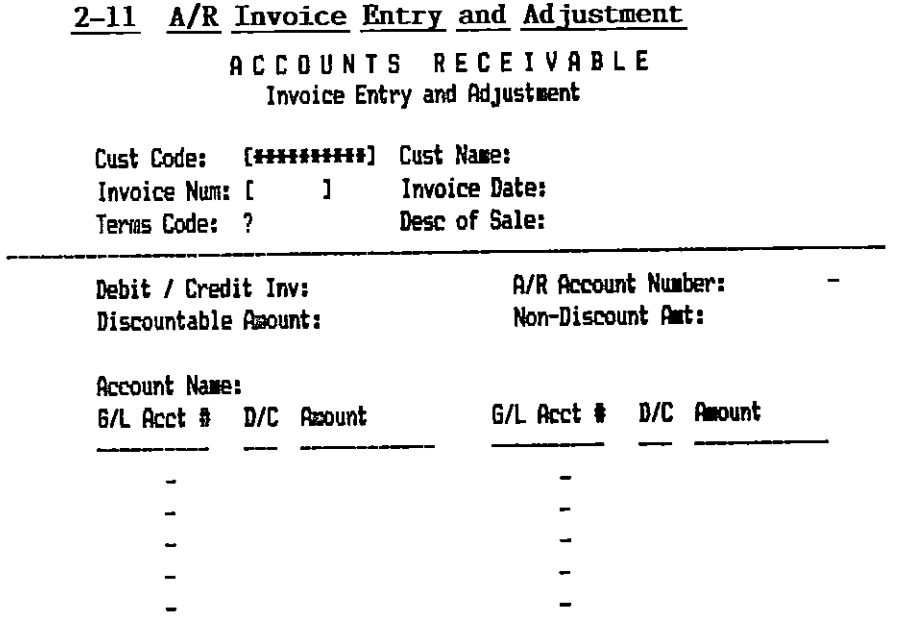
print out will end with the last account in the file.

All Customers (A) or just those with changes or that haven't been printed before (C) - If you need an entire new set of cards then enter A, otherwise enter C and only those that haven't been printed before, or if they have been changed since they were printed, will be printed now.

Operations:

You would enter the From / Thru customer codes if you want to limit the creation of the Rolodex cards. This program was designed to print on standard full size continuous form Rolodex cards.

2-11 A/R Invoice Entry and Adjustment



This program will enter invoices directly to the receivables file. Invoices that have been entered but not yet paid in full may also be adjusted or backed out (balances set to 0) completely.

Field Explanations:

Cust Code - This is the customer's master code. An active record with that code must be in the customer file. If it isn't you will be asked if you want to enter the customer. If you choose not to you will be able to enter a different code. The customer entry screen is identical to the one in the Maintain Customer File program (2-1).

Invoice Num - You would enter this if you wanted to find a previous invoice. If this is a new invoice then just leave this blank and the

system will fill it in with the next invoice number when the record is saved.

Terms Code - Will default to what is in the customer record.

Cust Name - This is displayed from the customer record.

Invoice Date - This defaults to today's date.

Desc of Sale - This is a 25 character field that will be printed on the customer's statement.

Debit / Credit Inv - If this is a normal A/R invoice then the entry to this field would be D (debit) if a credit memo then the entry would be C (credit).

A/R Account Number - Will default to what is in the Central Information file. You may overide if necessary. You also need to enter the department code if applicable.

Discountable Amount - An invoice may have both discountable and nondiscountable amounts, if the terms you offer have discounts available if paid before a certain date. This would be the amount that would be discounted if paid within the time frame.

Non-Discount Amt - This amount would not be discountable even if there are terms available and the invoice was paid within the proper time frame. This is generally a freight amount or something of the same type.

Account Name - When G/L Account numbers are entered properly the description will appear here.

G/L Acct # - This is where the invoice amount will be disbursed. You may enter up to 10 different G/L Accounts. You should enter both the account number and department if applicable.

D/C - Whether the amount is to be debited (D) or credited (C) NOTE: All of the debit amounts must equal the credit amounts.

Amount - The amount to be debited or credited to the account. Always enter your numbers without minus signs. Only use D and C in the appropriate locations to determine whether or not this is a debit or credit amount.

Operations:

This program would be used whenever you want to add an invoice or change an existing invoice. To add a new invoice enter the customer code, terms code, invoice date and desc of sale. If this is to be a regular invoice and not a credit memo you would enter D for Debit Inv. The A/R account number will be displayed and you may just enter a CR or enter a different number. The same applies for the account department code. You would then enter the discountable and non-discount amounts. The total of those two is the total of the invoice.

You may then disburse the amounts to up to 10 different G/L Accounts. When you are done the debit amounts must equal the credit amounts. If they do not you will be notified that debits do not equal credits and will have to rectify the situation before you can save the invoice.

The following is a new invoice being saved to the receivable file. Please note that the Invoice number is blank and will be filled in after the invoice is save:

```
                    ACCOUNTS RECEIVABLE
                    Invoice Entry and Adjustment

Cust Code:  [ABCCOMMMMM]  Cust Name:    The ABC Company
Invoice Num: [      ]     Invoice Date: 1/10/1985
Terms Code:  ?1 COD       Desc of Sale: General
-------------------------------------------------------------------------------

Debit / Credit Inv:  D                  A/R Account Number:      110-
Discountable Amount:          100.00    Non-Discount Amt:           0.00

Account Name:  Sales - Non-taxable
G/L Acct #  D/C  Amount          G/L Acct #  D/C  Amount
----------  ---  ----------      ----------  ---  ----------
   410-      C        100.00          -
     -                               -
     -                               -
     -                               -
     -                               -

Do you want to save this invoice ? (Y/N): Y
```

If you are adjusting an existing invoice then you should just CR past the Cust Code and enter the invoice number. If the invoice is found it will be displayed. The same invoice we entered above is displayed below. We retreived it by entering the appropriate number in the Invoice Num entry field and pressing CR.

You may change the Invoice Date, Terms code, or Desc of Sale in an existing invoice but that is all you may change above the line. If you want to adjust the invoice just enter CR until you go past the Desc of Sale and the system will ask you if you want to adjust the invoice.

```
                    ACCOUNTS RECEIVABLE
                      Invoice Entry and Adjustment

Cust Code:  [ABCCOMMMMM]  Cust Name:
Invoice Num: [  123]      Invoice Date:  1/10/1985
Terms Code:  ?1 COD       Desc of Sale: General
-------------------------------------------------------------------------

Debit / Credit Inv:  D                A/R Account Number:      110-
Discountable Amount:          100.00  Non-Discount Amt:

Account Name:
G/L Acct #  D/C  Amount          G/L Acct #  D/C  Amount
----------  ---  ----------      ----------  ---  ----------
     -                                -
     -                                -
     -                                -
     -                                -
     -                                -
```

If you enter Y to the adjust message the system will change the original D/C to the reverse, i.e., if this was a debit (D) invoice in the beginning it will now show credit (C). You may change it back to debit (D) and in that case you will be **increasing** the amount of the invoice. If you leave it as a credit (C) you will be **decreasing** the amount of the invoice.

You should always debit or credit the same receivable account number and department code you did when the invoice was originally entered.

If you want to back out the invoice completely then just CR until you are to the G/L Acct # entry. For example, for this invoice since we

debited the account for $100.00 originally we will now credit the account for the same $100.00. This will have the net effect of removing the invoice from the A/R file. You should debit or credit the same disbursement accounts as you did originally. The only difference would be is that if you are reducing the invoice or backing it out you would reverse your original entries to those accounts also. For example, in our case we credited account 410 for the $100.00. So, in this situation we will debit the account for the same amount.

```
                    ACCOUNTS RECEIVABLE
                    Invoice Entry and Adjustment

Cust Code:  [ABCCOMMMMM]  Cust Name:    The ABC Company
Invoice Num: [  123]      Invoice Date: 1/10/1985
Terms Code:  ?1 COD       Desc of Sale: General
```

```
Debit / Credit Inv:  C              A/R Account Number:      110-
Discountable Amount:      -100.00   Non-Discount Amt:        -0.00

Account Name:  Sales - Non-taxable
G/L Acct #   D/C  Amount          G/L Acct #   D/C  Amount
----------   ---  ----------     ----------   ---  ----------
  410-        D        100.00        -
    -                                -
    -                                -
    -                                -
    -                                -
```

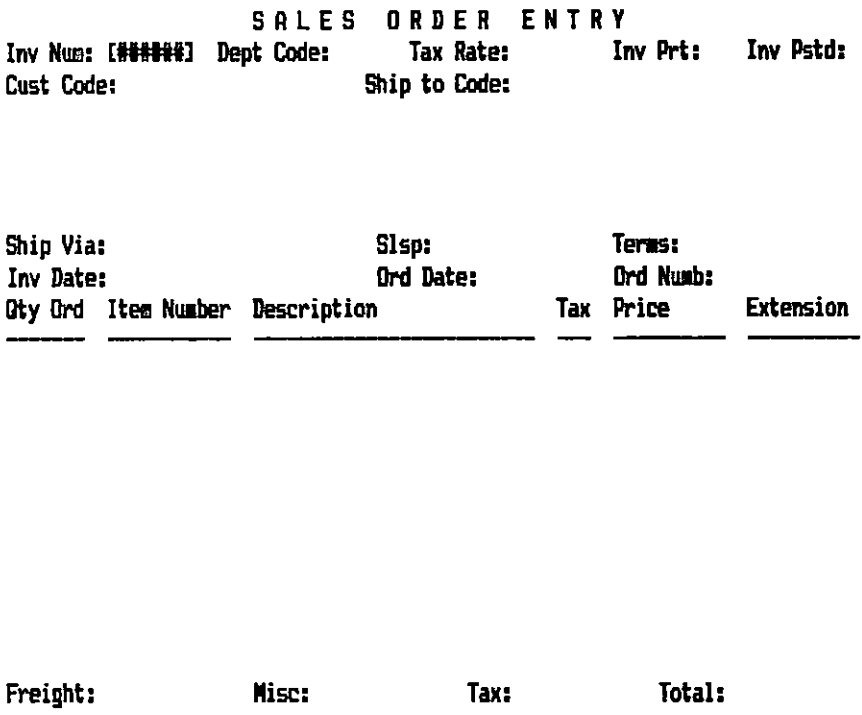
```
Are you sure you want to back out this invoice ? (Y/N): Y
```

The system will ask if the entries are correct and if we are reducing the invoice to 0 it will make sure we want to back it out.

Once an invoice is backed out it is actually deleted from the file and will no longer appear on the customer's records.

The proper transactions are entered into the System Wide Posting file and you should post those to the G/L (1-4). By running the System Wide Posting Program (1-4) on a regular basis you will not have to remember if you made any transactions that need to be posted. If there are no postings to be made the program will alert you to that fact.

2-12 Enter Sales Orders


SALES ORDER ENTRY
Inv Num: [######] Dept Code: Tax Rate: Inv Prt: Inv Pstd:
Cust Code: Ship to Code:
Ship Via: Slsp: Terms:
Inv Date: Ord Date: Ord Numb:
Qty Ord Item Number Description Tax Price Extension
Freight: Misc: Tax: Total:

This program will allow you to enter 'Sales Orders' that do not effect inventory but still print out on standard invoice forms and will create the invoices in the customer file.

Field Explanations:

Inv Num - The invoice number that will be assigned by the system. You may find an invoice that has been entered using the Find Control Commands (please see Appendix E) however, you cannot change an invoice through this program once it has been created (given an actual invoice number).

Dept Code - The standard G/L account department code.

Tax Rate - The prevailing tax rate if this will have taxable items.

Cust Code - The standard customer code. A record must exist in the customer file or you must be willing to enter a new record if it does not. The customer name and address information is printed directly below.

Ship To Code - If the customer has a different ship to address in may be entered here. If no entry is made then the information for these fields is the same as the standard customer info.

Ship Via - 20 characters. Will print at the appropriate place on the invoice.

Slsp - The salesperson code. Just for reference.

Terms - The terms that apply to this invoice

Inv Date - This is filled in by the system when the invoice is created.

Ord Date - The date the order is entered. Will default to today's date.

Ord Numb - If you have a P.O. Number from the customer you may enter it here.

Qty Ord - Up to 10 lines may be entered and just about anything goes. When you are finished entering items just enter a CR and nothing else in this column and the program will know you are finished.

Item Number - 10 characters. You may enter anything you like.

Description - 25 characters. Once, again, anything you like.

Tax - Enter Y if this is taxable, N if not.

Price - This is the per unit price.

Extension - This is calculated by the system and is the qty ord times the unit price.

Freight - The amount you want to charge for freight.

Misc - Any miscellaneous charges.

Tax - Will be automatically calculated by the system and displayed here and added to the total if applicable.

Total - The grand total of all charges and tax.

Operations:

This is very much a free form invoice entry routine and could work very well in several different situations, especially if you don't keep track of inventory. You should also note below how it is possible to enter notes and other non-charging items. When the invoice is printed the zeros (0.00) under the price column will not print.

When the information is entered correctly you should then answer Y to the save question, as below:

```
                    S A L E S   O R D E R   E N T R Y
Inv Num: I      ]  Dept Code:        Tax Rate:   7.00  Inv Prt:     Inv Pstd:
Cust Code: ABCCOMMMMM            Ship to Code:
           The ABC Company                    The ABC Company
           111 Pearl Street                   111 Pearl Street

           Walla Walla      WA 99333          Walla Walla       WA 99333
Ship Via:  UPS Ground         Slsp:    PM          Terms:      1 COD
Inv Date:                     Ord Date: 1/10/1985 Ord Numb:    2113
```

Qty Ord	Item Number	Description	Tax	Price	Extension
1	WIDGET 101	Medium Widgets	N	10.00	10.00
5	WIDMED 232	Special Order Widgets	N	99.95	499.75
1		NOTE: There are still		0.00	
1		5 more to come		0.00	

```
Freight:    3.95      Misc:     0.00      Tax:              Total:        513.70
Do you want to save this invoice Y/N ? Y
```

2-13 Create Invoices from Sales Orders

```
Print Invoices from Sales Order Entry

Reprint Past Invoices (Y/N): N

From Invoice Number:
Thru Invoice Number:
```

This program will print the information entered in the program above (2-12) on preprinted invoice forms. It will also create the invoice record in the receivable file and the other appropriate information.

Field Explanations:

Reprint Past Invoices - If you want to reprint invoices that have been printed once before then enter a Y here otherwise enter a N.

From Invoice Number - If this is a reprint (you answered Y to the above question) then you will be able to enter the beginning invoice number to be printed. Enter just a CR for all invoices.

Thru Invoice Number - If this is a reprint then you will be able to enter the ending invoice number to be printed. Enter just a CR for all invoices.

Operations:

If this is not a reprint then you will not make any other entries. The program will automatically send the information to the printer and you should have the invoice forms in and ready to go.

2-14 Print Labels from Sales Orders

```
Print Labels from Sales Orders that have been Invoiced

From Invoice Number: ######
Thru Invoice Number:
```

This program will print the Ship To Addresses on mailing labels for the invoices.

Field Explanations:

From Invoice Number - The starting invoice number that you want a label for.

Thru Invoice Number - The ending invoice number that you want a label for.

Operations:

This program will print the Ship To information on shipping labels for invoices that are printed using program 2-13 above. The labels this program is sized for are 5" X 2 7/8". However, the program may be easily modified for any size shipping label.

2-15 Maintain Monthly Transaction File

```
                    ACCOUNTS RECEIVABLE
                  Maintain Monthly Transactions

Cust Code:  [##########] Cust Name:
Trans Num:  [      ]     Num of Chgs: ?
Terms Code: ?            Desc of Sale:
Date Lst Pst:

-------------------------------------------------------------------------

Debit / Credit Inv:                  A/R Account Number:          -
Discountable Amount:                 Non-Discount Amt:

Account Name:
G/L Acct #   D/C  Amount        G/L Acct #   D/C  Amount
----------   ---  ----------    ----------   ---  ----------
     -                               -
     -                               -
     -                               -
     -                               -
     -                               -
```

This program will allow you to maintain a file of invoices that can be charged to a customer's account automatically each month.

Field Explanations:

Cust Code - This is the customer's master code. An active record with that code must be in the customer file.

Trans Num - The code for this transaction. You must assign this number.

Terms Code - Will default to what is in the customer record.

Date Lst Pst - The date the last invoice was posted. This will be filled in by the system.

Cust Name - This is displayed from the customer record.

Num of Chgs - The number of times to create this invoice. Each time the invoice is posted this is reduced by 1. When it reaches 0 it will no longer be posted.

Desc of Sale - This is a 25 character field that will be printed on the customer's statement.

Debit / Credit Inv - If this is a normal A/R invoice then the entry to this field would be D (debit) if a credit memo then the entry would be C (credit).

A/R Account Number - Will default to what is in the Central Information file. You may overide if necessary. You also need to enter the department code if applicable.

Discountable Amount - An invoice may have both discountable and nondiscountable amounts, if the terms you offer have discounts available if paid before a certain date. This would be the amount that would be discounted if paid within the time frame.

Non-Discount Amt - This amount would not be discountable even if there are terms available and the invoice was paid within the proper time frame. This is generally a freight amount or something of the same type.

Account Name - When G/L Account numbers are entered properly the description will appear here.

G/L Acct # - This is where the invoice amount will be disbursed. You may enter up to 10 different G/L Accounts. You should enter both

the account number and department if applicable.

D/C - Whether the amount is to be debited (D) or credited (C) NOTE: All of the debit amounts must equal the credit amounts.

Amount - The amount to be debited or credited to the account. Always enter your numbers without minus signs. Only use D and C in the appropriate locations to determine whether or not this is a debit or credit amount.

Operations:

To enter a new monthly transaction your entries would be just like you are entering an invoice in program 2-11. The only difference is that it will not effect the receivables until it is posted by the Post Monthly Transactions (2-16).

```
                    ACCOUNTS RECEIVABLE
                  Maintain Monthly Transactions

Cust Code:  [ABCCOMMMMW]  Cust Name:
Trans Num:  [   101]      Num of Chgs: ? 24
Terms Code: ?1            Desc of Sale: Monthly service contract
Date Lst Pst:
-------------------------------------------------------------------------
Debit / Credit Inv:  D              A/R Account Number:      110-
Discountable Amount:       120.00   Non-Discount Amt:

Account Name:
G/L Acct #   D/C  Amount          G/L Acct #   D/C  Amount
----------   ---  ------------    ----------   ---  ------------
   400-       C        110.00         -
   220-       C         10.00         -
     -                                -
     -                                -
     -                                -
```

2-16 Create Invoices from Monthly Transaction File

```
ACCOUNTS RECEIVABLE
Create A/R Invoices from the Monthly Transaction File

This program will create A/R Invoices from
the information in the Monthly Transaction
file.
      Posting Date: 1/10/1985

      Transaction Number:
      Customer Code:
```

This program will create the invoices from the records in the monthly transaction file.

Field Explanations:

Posting Date - This will become the invoice date and defaults to today's date.

Transaction Number - The transaction number of the item being posted.

Customer Code - The customer code being worked on.

Operations:

The only action you have to take is to enter the posting date. The program will automatically create the proper invoices and the other appropriate information. This program creates transactions in the System Wide Posting file.

2-17 Record Customer Payments

```
ACCOUNTS RECEIVABLE
Record Customer Payments

Cust Code: **********   Cust Name:
Amt of Pmt:             Check Acct Number:
Date of Pmt:            Deposit Number:
Check Num:              Department Code:
```

```
Amt Remaining:
Enter Invoice Number:          Invoice Date:
Enter Amount Paid:             (Enter 0 for amount paid if you don't want
                                to pay this invoice)

Disc Date 1 / amount      Latest Due Date / Tot inv remaining
```

To get a listing of the oldest invoices in the customer record please enter a jump program control command (default ^J).

This program will allow you to record payments to a customer's account and to apply those payments to outstanding invoices. However, you do not need invoices to record payments and can receive pre payments in this manner.

Field Explanations:

Cust Code - The customer code for that customer making the payment. There must be an active record in the customer file.

Amt of Pmt - The amount of the payment. NOTE: If the payment was made previously and now you want to apply the credit against invoices just enter a 0 here and the program will jump to the pay invoices portion.

Date of Pmt - The date the payment was made or received.

Check Num - The number on the check or money order, etc.

Cust Name - The name of the customer from the customer file.

Check Acct Number - The number of the appropriate checking account where this amount will be deposited.

Deposit Number - The code number for the deposit. Generally we recommend using a 'D' and the date the deposit was made. For example, a deposit made on 10/12/1985 would have a code of 'D101285'.

Department Code - The G/L account department code if applicable.

Amt Remaining - The amount of the payment remaining if any after a bill has been paid or before any bills are paid. This will take the total of the payment, if any, and any outstanding credit memos or remaining credit balances.

Enter Invoice Number - You may enter the invoice number of the bill you want to record as being paid or the system will continue getting the next invoice until the Amt Remaining is 0 or until there are no more bills.

Enter Amount Paid - You will be able to enter the amount paid on this bill. If there is a remaining balance then the system will ask if this balance is a discount given. If yes then the invoice will be left with a 0 balance, if no then the remaining balance will be left on the invoice. If you do not want to pay this invoice

then enter 0 and the system will continue to the next one.

Invoice Date - The date of the invoice being displayed.

Disc Date 1 / amount - If there is a discount available for this invoice then it will be displayed here along with the discounted invoice amount.

Lastest Due Date / Tot inv remaining - This is the date the invoice must be paid by and the amount of the invoice remaining at this time.

Operations:

You may get a listing of the invoices for the customer once their code is entered. This can be achieved by doing a program control jump command (default is ^J). This second screen will display information similar to that below:

Inv Num	Inv Date	Disc Date	Disc Amount	Reg Date	Rem Balance
124	1/10/1985	1/10/1985		2/ 9/1985	120.00
126	1/10/1985	1/20/1985	584.03	2/ 9/1985	595.95

The above are the oldest or only invoices

You would then return to the proper location in the program depending on where you jumped from.

You can pay all or part of an invoice but you cannot pay more than you have funds for or more than the remaining balance on the invoice.

The following is what a typical payment screen would look like. Note both the discounted and non-discounted amounts. The system will automatically default to the discount amount as that being paid unless there are not enough funds to cover and then it will attemp to apply as much as possible. You may accept what the system has setup as the default or enter your own amount. This program does put transactions into the System Wide Posting File.

ACCOUNTS RECEIVABLE
Record Customer Payments

Cust Code: ABCCOMWAWW Cust Name: The ABC Company
Amt of Pmt: Check Acct Number:
Date of Pmt: Deposit Number:
Check Num: Department Code:

Amt Remaining:
Enter Invoice Number: 125 Invoice Date: 1/10/1985
Enter Amount Paid: (Enter 0 for amount paid if you don't want to pay this invoice)

Disc Date 1	/ amount	Latest Due Date	/ Tot inv remaining
1/20/1985	584.03	2/ 9/1985	595.95

To get a listing of the oldest invoices in the customer record please enter a jump program control command (default ^J).

2-18 Age Invoices Totals Only

```
ACCOUNTS RECEIVABLE
Age Receivables Totals Only

Print From Customer Code: **********
     Thru Customer Code:


This is a wide report and should be
sent to the printer to see all of it
```

This program will print a single line with the aged totals for each customer within the chosen range.

Field Explanations:

From Customer Code - The first customer record to be printed. Enter a code here if you want to limit the print out. If you enter just a CR (carriage return) the print out will start at the beginning of the file.

Thru Customer Code - The last customer record to be printed. Enter a code here if you want to limit the print out. If you enter just a CR the print out will end with the last account in the file.

Operations:

You would enter the From / Thru customer codes if you want to limit the print out. This report may be sent to the screen, printer or disk, however, to get the whole report it must be sent to the printer or disk.

2-19 Age Invoices and Display Grand Totals

```
ACCOUNTS RECEIVABLE AGE INVOICES
GRAND TOTALS ONLY

From Customer Code: **********
Thru Customer Code:

Numb Inv  Current    Over 30    Over 60    Over 90    Avg Age

Total Recv
```

This program will also age the invoices but prints just the total balances on the screen for all customers chosen.

Field Explanations:

From Customer Code - The first customer record to be used. Enter a code here if you want to limit the records read. If you enter just a CR (carriage return) the program will start at the beginning of the file.

Thru Customer Code - The last customer record to

be used. Enter a code here if you want to limit the records read. If you enter just a CR the program will end with the last account in the file.

Numb Inv - The number of invoice records read.

Current - The total of the invoices with current balances.

Over 30 - The total of the invoices with over 30 day balances.

Over 60 - The total of the invoices with over 60 day balances.

Over 90 - The total of the invoices with over 90 day balances.

Avg Age - The average age of all the invoices read.

Total Recv - The net of all the invoices read.

Operations:

You would enter the From / Thru customer codes if you want to limit the records read. This report is automatically sent to the screen.

2-20 Age Invoices by Open Item

```
ACCOUNTS RECEIVABLE
Age Invoices with Detail

Print From Customer Code: **********
     Thru Customer Code:
```

This program will print the individual open items and the ages of each. Also, totals by customer and for all customers printed.

Field Explanations:

From Customer Code - The first customer record to be printed. Enter a code here if you want to limit the print out. If you enter just a CR (carriage return) the print out will start at the beginning of the file.

Thru Customer Code - The last customer record to be printed. Enter a code here if you want to limit the print out. If you enter just a CR the print out will end with the last account in the file.

Operations:

You would enter the From / Thru customer codes if you want to limit the print out. This report may be sent to the screen, printer or disk.

2-21 Print Statements

```
ACCOUNTS RECEIVABLE
Print Customer Statements

Print From Customer Code: **********
     Thru Customer Code:

Enter Statement Date:
```

This program will print the customer accounts on preprinted statement forms.

Field Explanations:

From Customer Code - The first customer record to be printed. Enter a code here if you want to limit the print out. If you enter just a CR (carriage return) the print out will start at the beginning of the file.

Thru Customer Code - The last customer record to be printed. Enter a code here if you want to limit the print out. If you enter just a CR the print out will end with the last account in the file.

Enter Statement Date - The date to be printed on the statements. Defaults to today's date.

Operations:

You would enter the From / Thru customer codes if you want to limit the statement printing. This report is automatically sent to the printer and you should be sure to have the forms in the printer ready to go.

3-1 Maintain Vendor File

```
VENDOR MAINTENANCE PROGRAM

Code:  [**********]                    Start Date:
Name:                                  Terms:          ?
Address:                               Credit Limit:
Address:                               Easy to work
City:                                  With (0-9):     ?
State:                                 Reliable (0-9):
Zip:   [          ]                    How many years
Country:                               in business:
Contact:                               Local Rep (Y/N):
Tele #:                                VPO:

-------------------------------------------------------------

Number of Open Purch Orders:           Amt of Open Purch Orders:
Number of Open Invoices:               Amt of Open Invoices:
Date of Last Purch:                    Date of Last Payment:
High Balance:                          Average Pay Time:

Purchaces:  Mtd:                       Ytd:
```

This program will allow you to enter, change, and delete vendor records. There is a similar entry in the Invoice Entry Program (3-9).

Field Explanations:

Code - The vendor code you assign. Please see our suggestions about codes in the installation section of this manual. This is a 10 character alphanumeric field.

Name - The vendor name. 25 characters.

Address - Two address lines are provided. Each are 25 characters long.

City - The vendor's city. 15 characters.

State - The vendor's state. 2 characters.

Zip - Zip code. 10 characters alphanumeric. NOTE: This will handle both the new U.S. Zip Codes and the Canadian and English Postal Codes.

Country - 10 characters.

Contact - Who your normal contact person is at your vendor's office.

Tele # - The telephone number where your contact person may be reached.

Start Date - The date you started doing business with them.

Terms - Their regular terms number (uses the appropriate number that has been set up in the Central Information Maintain Terms Program).

Credit Limit - Their maximum credit limit, if applicable.

Easy to work With (0-9) - Used in conjunction with the VPQ total. Rating of 0 is awful, 9 is perfect.

Reliable - Used in conjuction with the VPQ total. Rating of 0 is awful, 9 is perfect.

How many years in business - It is suggested that you assign 1 point for each 5 years in business. This is also used in conjunction with the VPQ total.

Local Rep (Y/N) - Local representative for a national firm or a local firm answer Y otherwise answer N.

VPQ - Vendor Purchasing Quotient. This is a calculated amount and will be used to help determine the best vendor to purchase from in Level III.

Number of Open Purchase Orders - used by Level III.

Amt of Open Purchase Orders - used by Level III.

Number of Open Invoices - Those invoices that are still active and have not be closed yet.

Amt of Open Invoices - The total value of all open invoices.

Date of Last Purchase - The date of the last Purchase Order or Invoice.

Date of Last Payment - When you last sent a check to this vendor.

High Balance - The largest balance you have ever had with this vendor.

Average Pay Time - The average number of days between the invoice date and the date the invoice is paid in full.

Purchases - Gross Purchase figures Month to Date and Year to Date.

The following is a sample vendor record:

VENDOR MAINTENANCE PROGRAM

Code: [COLBANKRSE]	Start Date: 1/10/1985
Name: Coldwell Banker	Terms: ?2
Address: Top of the Highest Bldg	Credit Limit:
Address:	Easy to work
City: Seattle	With (0-9): ?
State: WA	Reliable (0-9):
Zip: [98101]	How many years
Country:	in business: 5
Contact: Susan Rentales	Local Rep (Y/N): Y
Tele #: 206-343-2800	VPO: 15

Number of Open Purch Orders:	Amt of Open Purch Orders:
Number of Open Invoices: 1	Amt of Open Invoices: 5000.00
Date of Last Purch: 1/10/1985	Date of Last Payment:
High Balance: 5000.00	Average Pay Time:

Purchaces: Mtd: 5000.00 Ytd: 5000.00

Operations:

The entering of vendor records is very straight forward. The items below the dashed line are maintained by the system. You may not have duplicate vendor codes and you cannot change a code or delete a record if there are outstanding invoices or purchase orders.

3-2 Print Vend Code and Name

ACCOUNTS PAYABLE

Print Out Vendor Code and Name Only

Print From Vendor Code: **********
Thru Vendor Code:

This program will print a listing of just the Vendor codes and their names. This would be used for a reference listing. The print out will fit on 8 1/2 " paper.

Field Explanations:

From Vendor Code - The first vendor record to be printed. Enter a code here if you want to limit the print out. If you enter just a CR (carriage return) the print out will start at the beginning of the file.

Thru Vendor Code - The last vendor record to be printed. Enter a code here if you want to limit the print out. If you enter just a CR the print out will end with the last account in the file.

Operations:

You would enter the From / Thru vendor codes if you want to limit the print out. This report may be sent to the screen, printer or disk.

3-3 Print Vend General Info

```
A C C O U N T S   P A Y A B L E

Print Out Vendor General Information

     Print From Vendor Code: **********
          Thru Vendor Code:


     This is a wide report and should be
     sent to the printer to see all of it
```

This program will print the vendor code, name, address information, contact, telephone number, date start, credit limit, and VPQ information. number. This is a 132 column report.

Field Explanations:

From Vendor Code - The first vendor record to be printed. Enter a code here if you want to limit the print out. If you enter just a CR (carriage return) the print out will start at the beginning of the file.

Thru Vendor Code - The last vendor record to be printed. Enter a code here if you want to limit the print out. If you enter just a CR the print out will end with the last account in the file.

Operations:

You would enter the From / Thru vendor codes if you want to limit the print out. This report may be sent to the screen, printer or disk, however, to get the whole report is must be sent to the printer or disk.

3-4 Print Vend Purchases Info

```
ACCOUNTS PAYABLE

Print Out Vendor Purchase Information

Print From Vendor Code: **********
     Thru Vendor Code:
```

This program will print out the vendor code and name, number of outstanding invoices and purchase orders, amount of outstanding invoices and purchase orders, date of last payment and date of last purchase, and purchases month to date and year to date.

Field Explanations:

From Vendor Code - The first vendor record to be printed. Enter a code here if you want to limit the print out. If you enter just a CR (carriage return) the print out will start at the beginning of the file.

Thru Vendor Code - The last vendor record to be printed. Enter a code here if you want to limit the print out. If you enter just a CR the print out will end with the last account in the file.

Operations:

You would enter the From / Thru vendor codes if you want to limit the print out. This report may be sent to the screen, printer or disk.

3-5 Print Vend Credit Info

```
ACCOUNTS PAYABLE

Print Out Vendor Credit Information

Print From Vendor Code: **********
     Thru Vendor Code:


This is a wide report and should be
sent to the printer to see all of it
```

This program will print out the vendor code, name, contact, telephone number, number of outstanding invoices, amount of outstanding invoices, high balance, and average days to pay a bill.

Field Explanations:

From Vendor Code - The first vendor record to be printed. Enter a code here if you want to limit the print out. If you enter just a CR (carriage return) the print out will start at the beginning of the file.

Thru Vendor Code - The last vendor record to be printed. Enter a code here if you want to limit the print out. If you enter just a CR the print out will end with the last account in the file.

Operations:

You would enter the From / Thru vendor codes if you want to limit the print out. This report may be sent to the screen, printer or disk, however, to get the whole report it must be sent to the printer or disk.

3-6 Print Vend Addresses on Labels

ACCOUNTS PAYABLE

Print Out Vendor Name and Address on Labels

Print From Vendor Code: **********
Thru Vendor Code:

This program will print out the vendor name, address, city, state and zip from the master customer record on labels 3 1/2" X 15/16".

Field Explanations:

From Vendor Code - The first vendor record to be printed. Enter a code here if you want to limit the print out. If you enter just a CR (carriage return) the print out will start at the beginning of the file.

Thru Vendor Code - The last vendor record to be printed. Enter a code here if you want to limit the print out. If you enter just a CR the print out will end with the last account in the file.

Operations:

You would enter the From / Thru vendor codes if you want to limit the print out. This report was designed to work with standard data labels.

3-7 Create Name and Address 'Mailmerge' file

```
ACCOUNTS PAYABLE

Create a 'MailMerge'* file for Names and Addresses

Print From Vendor Code: **********
     Thru Vendor Code:

Reading Vendor Code:
```

* Registered Trademark of MicroPro Corporation

This program will create records on the disk in the data file VENDFILE.DTA for the vendors chosen. The records will be in quote/comma delimited format, i.e., all fields will be separated by commas, and those fields containing commas will be enclosed by quote marks. The data sent to the disk will include; vendor name, address, city, state, zip, and contact name.

Field Explanations:

From Vendor Code - The first vendor record to be printed. Enter a code here if you want to limit the print out. If you enter just a CR (carriage return) the print out will start at the

beginning of the file.

Thru Vendor Code - The last vendor record to be printed. Enter a code here if you want to limit the print out. If you enter just a CR the print out will end with the last account in the file.

Operations:

You would enter the From / Thru vendor codes if you want to limit the creation of the mailmerge records. As the vendor records are read the codes will be displayed on the screen.

3-8 Print Vend Info on Rolodex Cards

```
                    ACCOUNTS  PAYABLE

        Print Out Vendor Name and Address on Rolodex* Cards

              Print From Vendor Code: **********
                   Thru Vendor Code:

              All Vendors (A) or just those
              with changes or that haven't
              been printed before (C):
```

Rolodex is a Registered Trademark of the Rolodex Corp.

This program will print the vendor address and credit info on standard full size Rolodex (r) cards.

Field Explanations:

From Vendor Code - The first vendor record to be printed. Enter a code here if you want to limit the print out. If you enter just a CR (carriage return) the print out will start at the beginning of the file.

Thru Vendor Code - The last vendor record to be printed. Enter a code here if you want to limit the print out. If you enter just a CR the print

out will end with the last account in the file.

All Vendors (A) or just those with changes or that haven't been printed before (C) - If you need an entire new set of cards then enter A, otherwise enter C and only those that haven't been printed before, or if they have been changed since they were printed, will be printed now.

Operations:

You would enter the From / Thru vendor codes if you want to limit the creation of the Rolodex cards. This program was designed to print on standard full size continuous form Rolodex cards.

3-9 A/P Invoice Entry and Adjustment

```
                    ACCOUNTS PAYABLE
                  Invoice Entry and Adjustment

Vend Code:   [**********]  Vend Name:
Invoice Num: [      ]      Invoice Date:
Terms Code:  ?             Desc of Prch:

-------------------------------------------------------------------------

Debit / Credit Inv:                    A/P Account Number:          -
Discountable Amount:                   Non-Discount Amt:

Account Name:
G/L Acct #   D/C  Amount          G/L Acct #   D/C  Amount
----------   ---  ------------    ----------   ---  ------------
     -                                 -
     -                                 -
     -                                 -
     -                                 -
     -                                 -
```

This program will enter invoices directly to the payables file. Invoices that have been entered but not yet paid in full may also be adjusted or backed out (balances set to 0) completely.

Field Explanations:

Vend Code - This is the vendor's master code. An active record with that code must be in the vendor file. If it isn't you will be asked if you want to enter the vendor. If you choose not to you will be able to enter a different code. The vendor entry screen is identical to the one in the Maintain Vendor File program (3-1).

Invoice Num - You would enter this if you wanted to find a previous invoice. If this is a new invoice then just leave this blank and the system will fill it in with the next invoice

number when the record is saved.

Terms Code - Will default to what is in the vendor record.

Vend Name - This is displayed from the vendor record.

Invoice Date - This defaults to today's date.

Desc of Purch - This is a 25 character field that will be printed on the vendor's check.

Debit / Credit Inv - If this is a normal A/P invoice then the entry to this field would be C (credit) if a debit memo then the entry would be D (debit).

A/P Account Number - Will default to what is in the Central Information file. You may overide if necessary. You also need to enter the department code if applicable.

Discountable Amount - An invoice may have both discountable and nondiscountable amounts, if the terms your vendor offer have discounts available if paid before a certain date. This would be the amount that would be discounted if paid within the time frame.

Non-Discount Amt - This amount would not be discountable even if there are terms available and the invoice was paid within the proper time frame. This is generally a freight amount or something of the same type.

Account Name - When G/L Account numbers are entered properly the description will appear here.

G/L Acct # - This is where the invoice amount

will be disbursed. You may enter up to 10 different G/L Accounts. You should enter both the account number and department if applicable.

D/C - Whether the amount is to be debited (D) or credited (C) NOTE: All of the debit amounts must equal the credit amounts.

Amount - The amount to be debited or credited to the account. Always enter your numbers without minus signs. Only use D and C in the appropriate locations to determine whether or not this is a debit or credit amount.

Operations:

This program would be used whenever you want to add an invoice or change an existing invoice. To add a new invoice enter the vendor code, terms code, invoice date and desc of purchases. If this is to be a regular invoice and not a debit memo you would enter C for Credit Inv. The A/P account number will be displayed and you may just enter a CR or enter a different number. The same applies for the account department code. You would then enter the discountable and non-discount amounts. The total of those two is the total of the invoice.

You may then disburse the amounts to up to 10 different G/L Accounts. When you are done the debit amounts must equal the credit amounts. If they do not you will be notified that debits do not equal credits and will have to rectify the situation before you can save the invoice.

The following is a new invoice being saved to the payable file. Please note that the Invoice number is blank and will be filled in after the invoice is saved:

```
                    A C C O U N T S   P A Y A B L E
                      Invoice Entry and Adjustment

  Vend Code:  [CRELBLWARE]  Vend Name:    Creative Labels, Inc.
  Invoice Num: [      ]     Invoice Date:  1/10/1985
  Terms Code:  ?5 2/10 N/30 Desc of Prch:  labels
 ------------------------------------------------------------------------

  Debit / Credit Inv:   C              A/P Account Number:      200-
  Discountable Amount:          59.75  Non-Discount Amt:         0.00

  Account Name:  Office Expense
  G/L Acct #  D/C  Amount          G/L Acct #  D/C  Amount
  ----------  ---  ------------    ----------  ---  ------------
    550-       D         59.75        -
      -                               -
      -                               -
      -                               -
      -                               -

Do you want to save this invoice ? (Y/N): Y
```

If you are adjusting an existing invoice then you should just CR past the Vend Code and enter the invoice number. If the invoice is found it will be displayed. The same invoice we entered above is displayed below. We retreived it by entering the appropriate number in the Invoice Num entry field and pressing CR.

You may change the Invoice Date, Terms code, or Desc of Purchase in an existing invoice but that is all you may change above the line. If you want to adjust the invoice just enter CR until you go past the Desc of Purchase and the system will ask you if you want to adjust the invoice.

```
                    A C C O U N T S   P A Y A B L E
                      Invoice Entry and Adjustment

Vend Code:  [CRELBLWARE]  Vend Name:    Creative Labels, Inc.
Invoice Num: [   208]     Invoice Date:  1/10/1985
Terms Code:  ?5 2/10 N/30 Desc of Prch: labels
-------------------------------------------------------------------------------

Debit / Credit Inv:  C              A/P Account Number:      200-
Discountable Amount:          59.75 Non-Discount Amt:

Account Name:
G/L Acct #   D/C  Amount          G/L Acct #   D/C  Amount
----------   ---  ------------    ----------   ---  ------------
     -                                 -
     -                                 -
     -                                 -
     -                                 -
     -                                 -
```

If you enter Y to the adjust message the system will change the original D/C to the reverse, i.e., if this was a credit (C) invoice in the beginning it will now show debit (D). You may change it back to credit (C) and in that case you will be **increasing** the amount of the invoice. If you leave it as a debit (D) you will be **decreasing** the amount of the invoice.

You should always debit or credit the same payable account number and department code you did when the invoice was originally entered.

If you want to back out the invoice completely then just CR until you are to the G/L Acct # entry. For example, for this invoice since we

credited the account for $59.75 originally we will now debit the account for the same $59.75. This will have the net effect of removing the invoice from the A/P file. You should debit or credit the same disbursement accounts as you did originally. The only difference would be that if you are reducing the invoice or backing it out you would reverse your original entries to those accounts also. For example, in our case we debited account 550 for the $59.75. So, in this situation we will credit the account for the same amount.

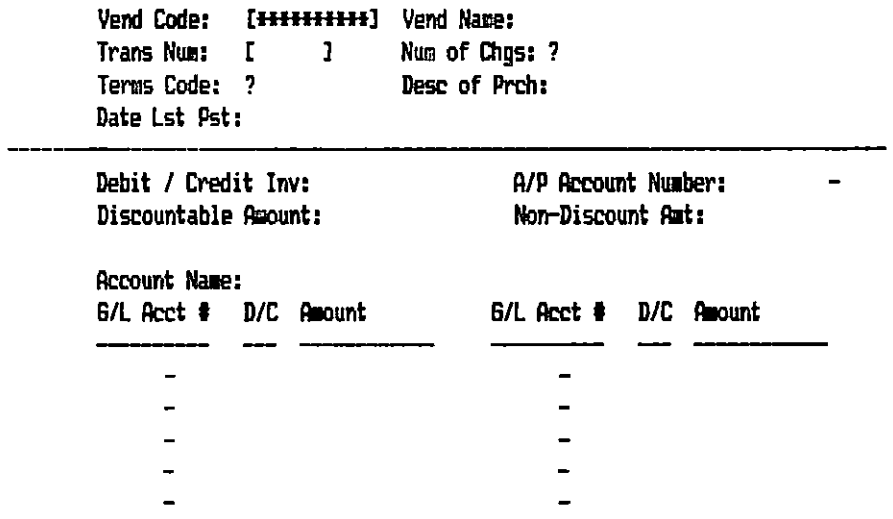
```
                    A C C O U N T S   P A Y A B L E
                      Invoice Entry and Adjustment

 Vend Code:  [CRELBLWARE]  Vend Name:    Creative Labels, Inc.
 Invoice Num: [   208]     Invoice Date:  1/10/1985
 Terms Code:  ?5 2/10 N/30 Desc of Prch: labels
-------------------------------------------------------------------------------

 Debit / Credit Inv:  D                  A/P Account Number:        200-
 Discountable Amount:          -59.75    Non-Discount Amt:          -0.00

 Account Name:  Office Expense
 G/L Acct #   D/C   Amount          G/L Acct #   D/C   Amount
 ----------   ---   ------------    ----------   ---   ------------
    550-       C          59.75         -
      -                                 -
      -                                 -
      -                                 -
      -                                 -

Are you sure you want to back out this invoice ? (Y/N): Y
```

The system will ask if the entries are correct and if we are reducing the invoice to 0 it will make sure we want to back it out.

Once an invoice is backed out it is actually deleted from the file and will no longer appear on the vendor's records.

The proper transactions are entered into the System Wide Posting file and you should post those to the G/L (1-4). By running the System Wide Posting Program (1-4) on a regular basis you will not have to remember if you made any transactions that need to be posted. If there are no postings to be made the program will alert you to that fact.

3-10 Maintain Monthly Transaction File


ACCOUNTS PAYABLE
Maintain Monthly Transactions
Vend Code: [##########] Vend Name:
Trans Num: [ ] Num of Chgs: ?
Terms Code: ? Desc of Prch:
Date Lst Pst:
Debit / Credit Inv: A/P Account Number: -
Discountable Amount: Non-Discount Amt:
Account Name:
G/L Acct # D/C Amount G/L Acct # D/C Amount

This program will allow you to maintain a file of invoices that can be added to a vendor's payables account automatically each month.

Field Explanations:

Vend Code - This is the vendor's master code. An active record with that code must be in the vendor file.

Trans Num - The code for this transaction. You must assign this number.

Terms Code - Will default to what is in the vendor record.

Date Lst Pst - The date the last invoice was posted. This will be filled in by the system.

Vend Name - This is displayed from the vendor record.

Num of Chgs - The number of times to create this invoice. Each time the invoice is posted this is reduced by 1. When it reaches 0 it will no longer be posted.

Desc of Purch - This is a 25 character field that will be printed on the vendor's check.

Debit / Credit Inv - If this is a normal A/P invoice then the entry to this field would be C (credit) if a debit memo then the entry would be D (debit).

A/P Account Number - Will default to what is in the Central Information file. You may overide if necessary. You also need to enter the department code if applicable.

Discountable Amount - An invoice may have both discountable and nondiscountable amounts, if the terms your vendor offer have discounts available if paid before a certain date. This would be the amount that would be discounted if paid within the time frame.

Non-Discount Amt - This amount would not be discountable even if there are terms available and the invoice was paid within the proper time frame. This is generally a freight amount or something of the same type.

Account Name - When G/L Account numbers are entered properly the description will appear here.

G/L Acct # - This is where the invoice amount will be disbursed. You may enter up to 10

different G/L Accounts. You should enter both the account number and department if applicable.

D/C - Whether the amount is to be debited (D) or credited (C) NOTE: All of the debit amounts must equal the credit amounts.

Amount - The amount to be debited or credited to the account. Always enter your numbers without minus signs. Only use D and C in the appropriate locations to determine whether or not this is a debit or credit amount.

Operations:

To enter a new monthly transaction your entries would be just like you are entering an invoice in program 3-9. The only difference is that it will not effect the payables until it is posted by the Post Monthly Transactions (3-11).

ACCOUNTS PAYABLE
Maintain Monthly Transactions

Vend Code: [COLBANWASE] Vend Name:
Trans Num: [101] Num of Chgs: ? 59
Terms Code: ?2 Desc of Prch: Rent
Date Lst Pst: 1/10/1985

Debit / Credit Inv: C A/P Account Number: 200-
Discountable Amount: 5000.00 Non-Discount Amt:

Account Name:

G/L Acct #	D/C	Amount	G/L Acct #	D/C	Amount
550-	D	5000.00	-		
-			-		
-			-		
-			-		
-			-		

3-11 Create Invoices from Monthly Transaction File

```
ACCOUNTS PAYABLE
Create A/P Invoices from the Monthly Transaction File

This program will create A/P Invoices from
the information in the Monthly Transaction
file.
      Posting Date: 1/20/1985

      Transaction Number:
      Vendor Code:
```

This program will create the invoices from the records in the monthly transaction file.

Field Explanations:

Posting Date - This will become the invoice date and defaults to today's date.

Transaction Number - The transaction number of the item being posted.

Vendor Code - The vendor code being worked on.

Operations:

The only action you have to take is to enter the posting date. The program will automatically create the proper invoices and the other appropriate information. This program creates transactions in the System Wide Posting file.

3-12 List Invoices due by certain date

```
ACCOUNTS PAYABLE
Print Invoices Due or Overdue

Enter the 'due by' date: 1/20/1985

Print From Vendor Code:
     Thru Vendor Code:
```

This program is the first step is producing checks. It does not have to be run but it will give a listing by vendor of all the invoices due or overdue on the date entered.

Field Explanations:

Enter the 'due by' date - This is the date you want to write the checks.

From Vendor Code - The first vendor record to be printed. Enter a code here if you want to limit the print out. If you enter just a CR (carriage return) the print out will start at the beginning of the file.

Thru Vendor Code - The last vendor record to be printed. Enter a code here if you want to limit the print out. If you enter just a CR the print out will end with the last account in the file.

Operations:

The only entry necessary is the 'due by' date and beginning and ending vendor code if you want to limit the print out. This report may be sent to the screen, printer or disk but it is more logical to send it to the printer so that you would have it available while choosing checks to be paid.

3-13 Choose Invoices to be Paid

```
A C C O U N T S   P A Y A B L E
Choose Invoices to be Paid

Enter the 'due by' date: 1/20/1985

Choose From Vendor Code:
      Thru Vendor Code:

Vendor Code:          Vendor Name:

Inv Date   D/C  Inv Num  Disc Due Dt  Disc Amount  Reg Due Dt  Rem Inv Bal
---------  ---  -------  -----------  -----------  ----------  -----------

Pay this inv (Y/N):   Amt to be paid:          Disc Amt:

          Total chosen to pay:
```

This program will find and list in vendor code order the invoices that will be due or overdue by the 'due date' entered.

Field Explanations:

Enter the 'due by' date - The date you want to write the checks.

From Vendor Code - The first vendor record to be read. Enter a code here if you want to limit the search. If you enter just a CR (carriage return) the program will start at the beginning of the file.

Thru Vendor Code - The last vendor record to be read. Enter a code here if you want to limit the search. If you enter just a CR the program will end with the last account in the file.

Vendor Code - The vendor the computer is working on currently.

Vendor Name - The name of the vendor being worked on.

Inv Date - The date of the invoice.

D/C - Whether it is a normal invoice (C) or a debit memo (D).

Inv Num - The invoice number.

Disc Due Dt - If there is a discount available this would be the date it would have to be paid by to take advantage of the discount.

Disc Amount - The amount of the discount available if any.

Reg Due Dt - The latest due date available for this invoice. After this date the item will be overdue.

Rem Inv Bal - The remaining balance to be paid on the payable.

Pay this inv (Y/N) - If you want to pay the invoice on the screen then enter a Y here. Otherwise enter a N and the system will find the next invoice, if any.

Amt to be paid - You do not have to pay the entire invoice. You may enter part or all of the remaining invoice amount here. If there is a discount available then the net amount will be shown as the default entry. If there is no discount amount then it will show the remaining balance.

Disc Amount - If you have entered less than the remaining balance the system will put the difference in this field. If you are taking the difference as a discount then just enter a CR. However, if there will still be a remaining balance for this invoice then clear the field (clear control command default ^U) and enter a 0.

Total chosen to pay - A running total of the net amount to be paid so far.

Operations:

```
                    ACCOUNTS PAYABLE
                  Choose Invoices to be Paid

                Enter the 'due by' date: 1/20/1985

                Choose From Vendor Code:
                      Thru Vendor Code:

Vendor Code: CRELBLWARE  Vendor Name: Creative Labels, Inc.

Inv Date   D/C  Inv Num  Disc Due Dt  Disc Amount  Reg Due Dt  Rem Inv Bal
---------  ---  -------  -----------  -----------  ----------  -----------
1/10/1985  C      206     1/20/1985        44.15  2/ 9/1985         44.95

Pay this inv (Y/N): Y  Amt to be paid:              Disc Amt:

                  Total chosen to pay:
```

The above shows an invoice ready to be marked that has a discount available. The system will automatically continue on to the next invoice

until there are no more to be paid. If you have specified an invoice to be paid and later change your mind about paying it you should rerun this program, bring the invoice back on the screen (limit the program to just that one vendor so that you don't have to rechoose all the other invoices), and when the invoice is on the screen answer N to the Pay this inv question. This will remove the item from the to pay file. NOTE: If other invoices also come up on the screen while searching for the invoice you do not want to pay you will have to rechoose them. If you answer N to the Pay this inv question the system will NOT write a check for that invoice no matter what you said the first time.

3-14 Print Pro-forma check register

```
ACCOUNTS PAYABLE
Print Pro-format Check Register

Enter Checking Acct Number: 1
```

This program will use the year to date balance in the appropriate cash account and show what the net effect of actually paying the invoices chosen to be paid in program 3-13.

Field Explanations:

Enter Checking Acct Number - The number of the checking account, from 1 through 5, these checks will be paid from.

Operations:

This is not a mandatory report but can be useful. It may be sent to the screen, printer or disk.

3-15 Print Checks

```
ACCOUNTS PAYABLE
Print Invoices Chosen on Checks

Enter Checking Acct Number: 1
Enter Beginning Chk Number:
Enter Check Date:
```

This program will print on preprinted check forms the invoices chosen to be paid in program 3-13.

Field Explanations:

Enter Checking Acct Number - The account number from 1 through 5 that the checks will be written from.

Enter Beginning Chk Number - The first number in the next series of checks. If you are using the preprinted forms we have available there is a number on the check already. It is our recommendation you use that number and then preserve the checks that are not used so that you have either a cancelled check with that number or the original voided check all in numerical order.

Enter Check Date - The date to be printed on the checks.

Operations:

This program is the actual printing routine and will create checks depending on the items chosen to be paid in program 3-13. You may rerun this program any number of times until you run the Post Checks program (3-16). Please be sure that the check forms are in the printer and ready to go.

3-16 Post Checks

```
ACCOUNTS PAYABLE
Post Checks Printed

The checks must be printed correctly before this is run since they
cannot be printed again once posted.

HAVE THE CHECKS BEEN PRINTED CORRECTLY ? (Y/N) *

Enter Date Checks were Printed:

Working on Vendor Code:
```

This program will post the checks printed by program 3-15. It should be run **immediately** after the checks have been printed correctly.

Field Explanations:

HAVE THE CHECKS BEEN PRINTED CORRECTLY - If they have not **DO NOT** continue with this program (enter N and you will return to the A/P menu). Once this program is run you will not be able to reprint the same checks again.

Enter Date Checks were Printed - This would be the same date as that entered in the Check Writing program (3-15).

Operations:

This program must be run as soon after the checks are printed correctly as possible. This is to insure against forgetting to complete this step and then choosing other checks to be paid at a later date and reprinting these checks all over again. As the checks are posted to the various files the vendor code being worked on will be displayed.

3-17 Age Invoices Totals Only

```
ACCOUNTS PAYABLE
Age Payables Totals Only

Print From Vendor Code: **********
     Thru Vendor Code:


This is a wide report and should be
sent to the printer to see all of it
```

This program will print a single line with the aged totals for each vendor within the chosen range.

Field Explanations:

From Vendor Code - The first vendor record to be printed. Enter a code here if you want to limit the print out. If you enter just a CR (carriage return) the print out will start at the beginning of the file.

Thru Vendor Code - The last vendor record to be printed. Enter a code here if you want to limit the print out. If you enter just a CR the print out will end with the last account in the file.

Operations:

You would enter the From / Thru vendor codes if you want to limit the print out. This report may be sent to the screen, printer or disk, however, to get the whole report must be sent to the printer or disk.

3-18 Age Invoices and Display Grand Totals

```
ACCOUNTS PAYABLE
Age Invoice Grand Totals Only

From Vendor Code: **********
Thru Vendor Code:

Numb Inv  Current    Over 30    Over 60    Over 90    Avg Age
-------  ---------  ---------  ---------  ---------  -------

                Total Payble
                ------------
```

This program will also age the invoices but prints just the total balances on the screen for all vendors chosen.

Field Explanations:

From Vendor Code - The first vendor record to be used. Enter a code here if you want to limit the records read. If you enter just a CR (carriage return) the program will start at the beginning of the file.

Thru Vendor Code - The last vendor record to be used. Enter a code here if you want to limit the records read. If you enter just a CR the program will end with the last account in the file.

Numb Inv - The number of invoice records read.

Current - The total of the invoices with current balances.

Over 30 - The total of the invoices with over 30 day balances.

Over 60 - The total of the invoices with over 60 day balances.

Over 90 - The total of the invoices with over 90 days balances.

Avg Age - The average age of all the invoices read.

Total Recv - The net of all the invoices read.

Operations:

You would enter the From / Thru vendor codes if you want to limit the records read. This report is automatically sent to the screen.

2-20 Age Invoices by Open Item

```
ACCOUNTS PAYABLE
Age Invoices with Detail

Print From Vendor Code: **********
     Thru Vendor Code:
```

This program will print the individual open items and the ages of each. Also, totals by vendor and for all vendors printed.

Field Explanations:

From Vendor Code - The first vendor record to be printed. Enter a code here if you want to limit the print out. If you enter just a CR (carriage return) the print out will start at the beginning of the file.

Thru Vendor Code - The last vendor record to be printed. Enter a code here if you want to limit the print out. If you enter just a CR the print out will end with the last account in the file.

Operations:

You would enter the From / Thru vendor codes if you want to limit the print out. This report may be sent to the screen, printer or disk.

4-1 Maintain General Company Info

```
THE ACCOUNTING SOLUTION (tm)
Central Information Maintenance

   User Name: Test Company                    Fiscal Year Start: 1/ 1/1985
     Address: Any Street                          Today's Date: 1/20/1985
City, St, Zip: Your City      , ST 99999

Program Locs: G/L: B  A/P: B  A/R: B
G/J Batch Num:     7 Posting Numbers: G/J:  32  M/T:  19  System Wide:  13

A/R Inv Num:   127   A/P Inv Num:   209
```

This program will enter your company's specific information that will be used by all the programs. It should be entered immediately or as soon as the G/L Chart of Accounts are entered but no later.

Field Explanations:

User Name - The company name that will print on all reports.

Address, City, St, Zip - The company address information.

Fiscal Year Start - The first date in your fiscal year.

Today's Date - The current date.

Program Locs - The specific disk location of each group of programs. This must be a legal disk drive specification for your system. G/L - General Ledger / A/P - Accounts Payable / A/R - Accounts Receivable.

G/J Batch Num - The next General Journal Batch number.

Posting Numbers - The next posting run numbers. G/J - General Journal / M/T - Monthly transactions in the General Ledger (1-8) / System Wide - the system wide posting program (1-4).

A/R Inv Num - The next Accounts Receivable invoice number.

A/P Inv Num - The next Accounts Payable invoice number.

Operations:

This information should be entered before anything else or at least immediately after entering the G/L Chart of Accounts. The current information will be automatically displayed and saved when you have entered the last field on the screen.

4-2 Maintain G/L Interface Accts

```
THE ACCOUNTING SOLUTION (tm)
        Central Information Maintenance
        General Ledger Posting Accounts
                LEVEL II

Accounts Receivable:    110        Accounts Payable:        200
Sales Order Entry
  Sales Acct Taxable:   400        Discounts Taken A/R:     420
  Sales Acct Nontax:    410        Discounts Taken A/P:     200
  Freight:              540
  Miscellaneous:        400
  Tax collected:        220
Default Checking                   Default Checking
      Account Number: 1                  Account Number:  1
                    TEST                                  TEST

  Tax Rate:           7.00%
```

This program will allow you to enter the interface information for the appropriate accounts. This must be done **immediately** after entering the G/L Chart of Accounts.

Field Explanations:

Accounts Receivable - The default A/R G/L account number.

Sales Acct Taxable - The Taxable Sales G/L account number.

Sales Acct Nontax - The Nontaxable Sales G/L account number.

Freight - The Freight charged G/L account number.

Miscellaneous - The misc charges G/L account number.

Tax Collected - The Tax liability G/L account number.

Default Checking Account Number - This one in the left hand column is for the Accounts Receivable programs. The name in the checking account will be displayed immediately below the account number.

Tax Rate - The sales tax rate.

Accounts Payable - The A/P G/L account number.

Discounts Taken A/R - The Accounts Receivable discounts received G/L account number.

Discounts Taken A/P - The Accounts Payable discounts given G/L account number.

Default Checking Account Number - The one in the right hand column is for the Accounts Payable programs. The name in the checking account will be displayed immediately below the account number.

Operations:

This information is very important and must be entered **immediately** upon completing the entry of the G/L Chart of Accounts (1-1). The program will ask if the information is to be save after the last item has been entered.

4-3 Maintain Checking Acct Info

BUSINESS TOOLS, INC
Checking Account Info Maintenance

Chk #	Acct Name	G/L Cash Acct	Beg Balance	Date Lst Recon	Nxt Chk #
1	TEST	100-	2984.19		101
2		-			
3		-			
4		-			
5		-			

The system will maintain up to 5 different checking accounts each with there own cash account, beginning balances, and check numbering scheme. There must be at least 1 checking account entered for the system.

Field Explanations:

Chk # - This is the checking account number used throughout the system.

Acct Name - The name you assign to the account. May be the bank name or what the account is used for, i.e., Payroll.

G/L Cash Acct - The General Ledger account number for the cash account for this checking account.

Beg Balance - The beginning balance for this particular checking account.

Date Lst Recon - The last date the account was reconciled to the bank statement.

Nxt Chk # - The next check number to be used in the check writing program.

Operations:

You must have at least 1 checking account entered through this program.

4-4 Maintain Terms Info

Discount Terms Specifiers

Term Num	Description	Disc Amt %/$ Days E	Non Disc Days
0	?NO CHARGE		
1	COD		30
2	PRE PAID		
3	DEBIT MEMO		
4	CRDT MEMO		
5	2/10 N/30	2 % 10	30
6			
7			
8			
9			

This program will enter the different discount terms that your company or your vendors offer.

Field Explanations:

Term Num - This is the terms number that is used throughout the system.

Description - This is the description of the terms that will be displayed on the screen and on invoices, etc.

Disc Amt %/$ Days E - For the discount available, if any, you may enter the amount of the discount (from 0 to 99), whether it is a percentage discount (%) or just a straight dollar discount ($), the number of days maximum in which the invoice may be paid and still take the discount (from 0 to 99), and if the invoice is due on a date after the end of the month. For example, if the discount amount for an invoice is 2% 10th of the month following then the discount would be 2 (Disc Amt), % (%/$), 10 (Days), Y (E).

Non Disc Days - This is the maximum number of days before the invoice becomes overdue.

Operations:

You may enter up to 10 different terms. This should be completed before any live data is entered into the system but is not mandatory. This may be changed at any time and the invoices that are entered already **will** be affected.

APPENDICES

APPENDIX A

The following are the different menu items and the actual file names that pertain to each. The program name is given first and then the menu item. The runtime files have the extension .RUN and the source files (human readable) have the extension .SRC.

BTMENU - The main menu program

MAIN MENU

BTGLMENU - 1) General Ledger

BTARMENU - 2) Accounts Receivable

BTAPMENU - 3) Accounts Payable

4) Central Information Maint
(within the main menu prg)

5) Set system date
(within the main menu prg)

GENERAL LEDGER

BTGLCOA - 1) Maintain G/L Chart of Accounts

BTGLPRT1 - 2) Print G/L Acct Numb and Desc

BTGLPRT2 - 3) Print G/L Amounts

BTGLSYSP - 4) Post System Transactions to G/L

BTGLEGJ - 5) Enter General Journal Xactions

BTGLPGJ - 6) Post and Print G/J

BTGLMMT - 7) Maintain Monthly Xactions

BTGLPMT - 8) Post/Backout Monthly Xactions and Print Posting Report

BTGLMFS - 9) Maintain Financial Stmt Formats

BTGLPFS - 10) Print Financial Statements

BTGLCLSE - 11) Close a Month Prior to Bal Sheet

BTGLPGLH - 12) Print G/L History Report

BTGLCGLH - 13) Clear G/L History File

BTGLEOM - 14) Month End Routine

BTGLEOY - 15) End of Year Routine

BTGLPCAC - 16) Print Current Check Acct Cond.

BTGLPCAB - 17) Print Current Check Acct Bal.

BTGLRCA - 18) Reconcile Check Register to Bank

ACCOUNTS RECEIVABLE

BTARMCST - 1) Maintain Customer File

BTARMSTA - 2) Maintain Ship to Address File

BTARCPT1 - 3) Print Cust Code and Name

BTARCPT2 - 4) Print Cust General Info

BTARCPT3 - 5) Print Cust Sales Info

BTARCPT4 - 6) Print Cust Credit Info

BTARCPT5 - 7) Print Cust Ship To Addresses

BTARCPT6 - 8) Print Cust Address on Labels

BTARCPT7 - 9) Create Name & Address 'Mailmerge' file

BTARCPT8 - 10) Print Cust Info on Rolodex Cards

BTARINV1 - 11) A/R Invoice Entry & Adjustment

BTARESLS - 12) Enter Sales Orders

BTARPSLS - 13) Create Invoices from Sales Orders

BTARPLFS - 14) Print labels from Sales Orders

BTARMMTR - 15) Maintain Monthly Transaction file

BTARCMTR - 16) Create Invoices from Monthly Transaction file

BTARPMT - 17) Record Customer Payments

BTARAGE1 - 18) Age Invoices Totals Only

ACCOUNTS RECEIVABLE

BTARAGE3- 19) Age Invoices andDispGrand Tot

BTARAGE2 - 20) Age Invoices by Open Item

BTARSTMT - 21) Print Statements

ACCOUNTS PAYABLE

BTAPMVND - 1) Maintain Vendor File

BTAPVPT1 - 2) Print Vend Code and Name

BTAPVPT2 - 3) Print Vend General Info

BTAPVPT3 - 4) Print Vend Purchases Info

BTAPVPT4 - 5) Print Vend Credit Info

BTAPVPT6 - 6) Print Vend Addresses on Labels

BTAPVPT7 - 7) Create Name and Address 'Mailmerge' file

BTAPVPT8 - 8) Print Vend Info on Rolodex Cards

BTAPINV1 - 9) A/P Invoice Entry and Adjust.

BTAPMMTR - 10) Maintain Monthly Trans. file

BTAPCMTR - 11) Create Invoices from Monthly Transaction file

BTAPPID - 12) List Invoices due by certain date

BTAPCITP - 13) Choose Invoices to be paid

BTAPPFCR - 14) Print Pro-forma check register

BTAPPCHK - 15) Print Checks

BTAPPSTC - 16) Post Checks

BTAPAGE1 - 17) Age Invoices Totals Only

BTAPAGE3 - 18) Age Invoices and Disp Grand Tot

BTAPAGE2 - 19) Age Invoices by Open Item

CENTRAL INFORMATION MAINTENANCE

BTCENTRL - 1) Maintain General Company Info

BTCENT1 - 2) Maintain G/L Interface Accts

BTCHKACT - 3) Maintain Checking Acct Info

BTTRMS - 4) Maintain Terms Info

APPENDIX B

The following are the different files used in the TAS Level II system with a short explanation. Next we include a table with the file name, the size and an estimate of how much more the key file will be in a percentage of the size of the master file. You can easily figure the size of each file by multiplying the size of each record times the estimated number of records per file and then multiplying that result times 1+percentage for key file. For example, the General Ledger Chart of Accounts file has a record size of 370 characters per record. If you were to keep a file of 200 records the total file size (both key and master) would be approximately 81,400 bytes (characters) in length ((200*370)*1.1). Files are listed in alphabetical order.

BTAPCHK - A/P - Invoices chosen to pay before the check program is run.

BTAPVEND - A/P - Vendor file.

BTAPINV - A/P - Payables file.

BTAPMTRN - A/P - Monthly transaction file.

BTARCUST - A/R - Customer file.

BTARINV - A/R - Receivables file

BTARMTRN - A/R - Monthly transaction file.

BTARSHIP - A/R - Customer ship to address file.

BTARSLS - A/R - Sales Order file.

BTCENTRL - CIM - General system wide information file.

BTGLCHEK - G/L - Checking account register file.

BTGLCOA - G/L - Chart of Accounts file.

BTGLFSTL - G/L - Financial statement format file.

BTGLGJR - G/L - General Journal transaction file.

BTGLHIST - G/L - General Ledger history file.

BTGLMONT - G/L - General Ledger monthly transactions file.

BTGLTRAN - G/L - System wide posting file.

File Name	Record Size (in bytes)	Key %	
BTAPCHK	59	30	
BTAPVEND	231	15	
BTAPINV	74	30	
BTAPMTRN	194	10	
BTARCUST	265	10	
BTARINV	74	30	
BTARMTRN	194	10	
BTARSHIP	177	20	
BTARSLS	771	1	
BTCENTRL	488	0	(ONLY 1 REC)
BTGLCHEK	33	40	
BTGLCOA	369	5	
BTGLFSTL	51	20	
BTGLGJR	275	1	
BTGLHIST	19	60	
BTGLMONT	255	5	
BTGLTRAN	39	80	

APPENDIX C

The following is the schema listing of each of the data files. A short explanation of each field follows the listing.

Schema: BTGLCHEK Page: 1

Name	Type	Size	Csze	Dec	Ovly	Offset	Key	Up	Array#
BTCK.NUMBER	A	10	10		N	1	N	Y	
BTCK.KEY	A	11	11		Y	1	Y	Y	
BTCK.ACCT.NUM	N	1	1		N	11	N		
BTCK.CODE	A	10	10		N	12	N	Y	
BTCK.DATE	D	10	4		N	22	N		
BTCK.CLEARED	A	1	1		N	26	N	Y	
BTCK.AMOUNT	N	11	6	2	N	27	N		
BTCK.TYPE	A	1	1		N	33	N	Y	
Total Record Size:		44	33						

BTAP.CHK.KEY - The key field overlay

BTAP.CHK.CODE - The vendor code for this invoice

BTAP.CHK.INVNUM - The invoice number

BTAP.CHK.DATE - The date the check was printed

BTAP.CHK.DESC - The description on the invoice

BTAP.CHK.DC - Whether the invoice was a debit memo (D) or normal credit invoice (C)

BTAP.CHK.ACCT# - The checking account number this check was written to

BTAP.CHK.RAMT - The amount of the invoice paid

BTAP.CHK.DAMT - The discount taken on the invoice

BTAP.CHK.NUMBER - The number of the check this invoice was included on

BTAP.CHK.DEPT - The department code for the invoice

Schema: BTAPVEND Page: 1

Name	Type	Size	Csze	Dec	Ovly	Offset	Key	Up	Array#
BTAP.VCODE	A	10	10		N	1	Y	Y	
BTAP.VNAME	A	25	25		N	11	N	N	
BTAP.VADD1	A	25	25		N	36	N	N	
BTAP.VADD2	A	25	25		N	61	N	N	
BTAP.VCITY	A	15	15		N	86	N	N	
BTAP.VSTATE	A	2	2		N	101	N	Y	
BTAP.VZIP	A	10	10		N	103	Y	Y	
BTAP.VCNTRY	A	10	10		N	113	N	N	
BTAP.VCONTACT	A	25	25		N	123	N	N	
BTAP.VTYPE	N	1	1		N	148	N		
BTAP.VCLIMIT	N	11	6	2	N	149	N		
BTAP.VTELE	A	20	20		N	155	N	Y	
BTAP.VNOPO	N	3	2		N	175	N		
BTAP.VAOPO	N	11	6	2	N	177	N		
BTAP.VNOINV	N	3	2		N	183	N		
BTAP.VAOINV	N	11	6	2	N	185	N		
BTAP.VDLP	D	10	4		N	191	N		
BTAP.VDLPMT	D	10	4		N	195	N		
BTAP.DTESTRT	D	10	4		N	199	N		
BTAP.VHIGHBAL	N	11	6	2	N	203	N		
BTAP.VAVGPAY	N	5	3		N	209	N		
BTAP.VAVGPAYN	N	3	2		N	212	N		
BTAP.CHGD	N	1	1		N	214	N		
BTAP.VPQEASE	N	1	1		N	215	N		
BTAP.VPQREL	N	1	1		N	216	N		
BTAP.VPQYIB	N	1	1		N	217	N		
BTAP.VPQLREP	A	1	1		N	218	N	Y	
BTAP.VPQTOT	N	2	1		N	219	N		
BTAP.PRCHMTD	N	11	6	2	N	220	N		
BTAP.PRCHYTD	N	11	6	2	N	226	N		
Total Record Size:		285	231						

BTAP.VCODE - Vendor code

BTAP.VNAME - Vendor name

BTAP.VADD1 - address line 1

BTAP.VADD2 - address line 2

BTAP.VCITY - city

BTAP.VSTATE - state code

BTAP.VZIP - zip code

BTAP.VCNTRY - country

BTAP.VCONTACT - contact name

BTAP.VTYPE - terms code

BTAP.VCLIMIT - credit limit

BTAP.VTELE - telephone number

BTAP.VNOPO - number of outstanding P/O's

BTAP.VAOPO - amount of outstanding P/O's

BTAP.VNOINV - number of outstanding invoices

BTAP.VAOINV - amount of outstanding invoices

BTAP.VDLP - date of last purchase

BTAP.VDLPMT - date of last payment

BTAP.DTESTRT - date started

BTAP.VHIGHBAL - high balance

BTAP.VAVGPAY - average number of days to pay a bill

BTAP.VAVGPAYN - the number of times that BTAP.VAVGPAY has been calculated

BTAP.CHGD - set to 1 if something in the record has been changed by the maintenance program or

if the record is new

BTAP.VPQEASE - ease of working with the vendor

BTAP.VPQREL - reliability of vendor

BTAP.VPQYIB - years in business

BTAP.VPQLREP - whether or not they have a local rep

BTAP.VPQTOT - VPQ total

BTAP.PRCHMTD - purchases month to date

BTAP.PRCHYTD - purchases year to date

Schema: BTARCUST Page: 1

Name	Type	Size	Csze	Dec	Ovly	Offset	Key	Up	Array#
BTAR.CCODE	A	10	10		N	1	Y	Y	
BTAR.CNAME	A	25	25		N	11	N	N	
BTAR.CADD1	A	25	25		N	36	N	N	
BTAR.CADD2	A	25	25		N	61	N	N	
BTAR.CCITY	A	15	15		N	86	N	N	
BTAR.CSTATE	A	2	2		N	101	N	Y	
BTAR.CZIP	A	10	10		N	103	Y	Y	
BTAR.CCNTRY	A	10	10		N	113	N	N	
BTAR.CCONTACT	A	25	25		N	123	N	N	
BTAR.CSLSP	A	4	4		N	148	N	Y	
BTAR.CTYPE	N	1	1		N	152	N		
BTAR.CCLIMIT	N	11	6	2	N	153	N		
BTAR.TAXAUTH	A	2	2		N	159	N	Y	
BTAR.TAXABLE	A	1	1		N	161	N	Y	
BTAR.STMT	A	1	1		N	162	N	Y	
BTAR.CPRICE	A	1	1		N	163	N	Y	
BTAR.CTELE	A	20	20		N	164	N	Y	
BTAR.CNOSO	N	3	2		N	184	N		
BTAR.CAOSO	N	11	6	2	N	186	N		
BTAR.CNOINV	N	3	2		N	192	N		
BTAR.CAOINV	N	11	6	2	N	194	N		
BTAR.CDLS	D	10	4		N	200	N		
BTAR.CDLP	D	10	4		N	204	N		
BTAR.CSALESMTD	N	11	6	2	N	208	N		
BTAR.CCOGSMTD	N	11	6	2	N	214	N		
BTAR.CNETMTD	N	11	6	2	N	220	N		
BTAR.CPCTMTD	N	5	3	2	N	226	N		
BTAR.CSALESYTD	N	11	6	2	N	229	N		
BTAR.CCOGSYTD	N	11	6	2	N	235	N		
BTAR.CNETYTD	N	11	6	2	N	241	N		
BTAR.CPCTYTD	N	5	3	2	N	247	N		
BTAR.DTESTRT	D	10	4		N	250	N		
BTAR.CHIGHBAL	N	11	6	2	N	254	N		
BTAR.CAVGPAY	N	5	3		N	260	N		
BTAR.CAVGPAYN	N	3	2		N	263	N		
BTAR.CHGD	N	1	1		N	265	N		
Total Record Size:		342	265						

BTAR.CCODE - customer code

BTAR.CNAME - customer name

BTAR.CADD1 - address line 1

BTAR.CADD2 - address line 2

BTAR.CCITY - city

BTAR.CSTATE - state code

BTAR.CZIP - zip code

BTAR.CCNTRY - country

BTAR.CCONTACT - contact name

BTAR.CSLSP - salesperson code

BTAR.CTYPE - terms code

BTAR.CCLIMIT - credit limit

BTAR.TAXAUTH - taxing authority

BTAR.TAXABLE - whether or not they are taxable

BTAR.STMT - whether or not they receive a statement

BTAR.CPRICE - their price matrix code

BTAR.CTELE - telephone number

BTAR.CNOSO - number of outstanding sales orders

BTAR.CAOSO - amount of outstanding sales orders

BTAR.CNOINV - number of outstanding invoices

BTAR.CAOINV - amount of outstanding invoices

BTAR.CDLS - date of last sale

BTAR.CDLP - date of last payment

BTAR.CSALESMTD - sales month to date

BTAR.CCOGSMTD - cost of goods sold month to date

BTAR.CNETMTD - net sales (sales-cogs) month to date

BTAR.CPCTMTD - percent of net sales/gross sales month to date

BTAR.CSALESYTD - sales year to date

BTAR.CCOGSYTD - cost of goods sold year to date

BTAR.CNETYTD - net sales (sales-cogs) year to date

BTAR.CPCTYTD - percent of net sales/gross sales year to date

BTAR.DTESTRT - date started

BTAR.CHIGHBAL - the highest balance the customer has ever had

BTAR.CAVGPAY - the average number of days between the invoice date and the date it was paid

BTAR.CAVGPAYN - The number of times BTAR.CAVGPAY has been calculated

BTAR.CHGD - set to 1 if something in the record has been changed by the maintenance program or if the record is new

Schema: BTARINV Page: 1

Name	Type	Size	Csze	Dec	Ovly	Offset	Key	Up	Array#
BTAR.INV.KEY	A	17	17		Y	1	Y	Y	
BTAR.INV.CODE	A	10	10		N	1	N	Y	
BTAR.INV.DATE	D	10	4		N	11	N		
BTAR.INV.NUM	N	6	3		N	15	Y		
BTAR.INV.TERMS	N	1	1		N	18	N		
BTAR.INV.DESC	A	25	25		N	19	N	N	
BTAR.INV.DC	A	1	1		N	44	N	Y	
BTAR.INV.ACCT	N	6	3		N	45	N		
BTAR.INV.DEPT	A	3	3		N	48	N	Y	
BTAR.INV.DISC	N	11	6	2	N	51	N		
BTAR.INV.NOND	N	11	6	2	N	57	N		
BTAR.INV.NBAL	N	11	6	2	N	63	N		
BTAR.INV.DBAL	N	11	6	2	N	69	N		
Total Record Size:		106	74						

NOTE: This schema is used by both BTARINV and BTAPINV.

BTAR.INV.KEY - invoice key overlay field

BTAR.INV.CODE - invoice customer/vendor code

BTAR.INV.DATE - invoice date

BTAR.INV.NUM - invoice number

BTAR.INV.TERMS - terms code

BTAR.INV.DESC - description of sale/purchase

BTAR.INV.DC - whether this is a debit (D) or credit (C) invoice

BTAR.INV.ACCT - the A/R or A/P General Ledger account number

BTAR.INV.DEPT - the A/R or A/P General Ledger department code

BTAR.INV.DISC - the discountable amount

BTAR.INV.NOND - the nondiscountable amount

BTAR.INV.NBAL - the remaining nondiscountable amount

BTAR.INV.DBAL - the remaining discountable amount

Schema: BTARMTRN Page: 1

Name	Type	Size	Csze	Dec	Ovly	Offset	Key	Up	Array#
BTAR.MT.CODE	A	10	10		N	1	Y	Y	
BTAR.MT.TRANS	N	6	3		N	11	Y		
BTAR.MT.DLP	D	10	4		N	14	N		
BTAR.MT.TERMS	N	1	1		N	18	N		
BTAR.MT.DESC	A	25	25		N	19	N	N	
BTAR.MT.NUMBER	N	3	2		N	44	N		
BTAR.MT.DC	A	1	1		N	46	N	Y	
BTAR.MT.ACCT	N	6	3		N	47	N		
BTAR.MT.DEPT	A	3	3		N	50	N	Y	
BTAR.MT.DISC	N	11	6	2	N	53	N		
BTAR.MT.NOND	N	11	6	2	N	59	N		
BTAR.MT.ACCTDST	N	6	3		N	65	N		10
BTAR.MT.DEPTDST	A	3	3		N	95	N	Y	10
BTAR.MT.DCDST	A	1	1		N	125	N	Y	10
BTAR.MT.AMTDST	N	11	6	2	N	135	N		10
Total Record Size:		297	194						

NOTE: This schema is used by both BTAPMTRN and BTARMTRN

BTAR.MT.CODE - transaction customer/vendor code

BTAR.MT.TRANS - transaction number

BTAR.MT.DLP - date of last posting

BTAR.MT.TERMS - terms code

BTAR.MT.DESC - description of item

BTAR.MT.NUMBER - the number of times this item is to be charged (posted)

BTAR.MT.DC - debit (D) or credit (C) invoice

BTAR.MT.ACCT - General Ledger account number

BTAR.MT.DEPT - General Ledger account deptartment code

BTAR.MT.DISC - discountable invoice amount

BTAR.MT.NOND - nondiscountable invoice amount

BTAR.MT.ACCTDST - distribution General Ledger account numbers

BTAR.MT.DEPTDST - distribution General Ledger department codes

BTAR.MT.DCDST - distribution debit (D) or credit (C) codes

BTAR.MT.AMTDST - distribution amounts

Schema: BTARSHIP Page: 1

Name	Type	Size	Csze	Dec	Ovly	Offset	Key	Up	Array#
BTAR.ST.CODE	A	10	10		N	1	Y	Y	
BTAR.ST.MASTER	A	10	10		N	11	Y	Y	
BTAR.ST.NAME	A	25	25		N	21	N	N	
BTAR.ST.ADD1	A	25	25		N	46	N	N	
BTAR.ST.ADD2	A	25	25		N	71	N	N	
BTAR.ST.CITY	A	15	15		N	96	N	N	
BTAR.ST.STATE	A	2	2		N	111	N	Y	
BTAR.ST.ZIP	A	10	10		N	113	N	Y	
BTAR.ST.CNTRY	A	10	10		N	123	N	N	
BTAR.ST.CONTACT	A	25	25		N	133	N	N	
BTAR.ST.TELE	A	20	20		N	158	N	N	
Total Record Size:		177	177						

BTAR.ST.CODE - ship to code

BTAR.ST.MASTER - customer code for the master record that corresponds with this ship to record

BTAR.ST.NAME - ship to name

BTAR.ST.ADD1 - address line 1

BTAR.ST.ADD2 - address line 2

BTAR.ST.CITY - city

BTAR.ST.STATE - state

BTAR.ST.ZIP - zip code

BTAR.ST.CNTRY - country

BTAR.ST.CONTACT - contact name

BTAR.ST.TELE - telephone number

Schema: BTARSLS Page: 1

Name	Type	Size	Csze	Dec	Ovly	Offset	Key	Up	Array#
BTARSLS.INVNUM	N	6	3		N	1	Y		
BTARSLS.INVPRT	A	1	1		N	4	N	Y	
BTARSLS.INVPST	A	1	1		N	5	N	Y	
BTARSLS.CCODE	A	10	10		N	6	N	Y	
BTARSLS.CNAME	A	25	25		N	16	N	N	
BTARSLS.CADD1	A	25	25		N	41	N	N	
BTARSLS.CADD2	A	25	25		N	66	N	N	
BTARSLS.CCITY	A	15	15		N	91	N	N	
BTARSLS.CSTATE	A	2	2		N	106	N	Y	
BTARSLS.CZIP	A	10	10		N	108	N	Y	
BTARSLS.SCODE	A	10	10		N	118	N	Y	
BTARSLS.SNAME	A	25	25		N	128	N	N	
BTARSLS.SADD1	A	25	25		N	153	N	N	
BTARSLS.SADD2	A	25	25		N	178	N	N	
BTARSLS.SCITY	A	15	15		N	203	N	N	
BTARSLS.SSTATE	A	2	2		N	218	N	Y	
BTARSLS.SZIP	A	10	10		N	220	N	Y	
BTARSLS.SHIPVIA	A	20	20		N	230	N	N	
BTARSLS.SLSP	A	2	2		N	250	N	Y	
BTARSLS.TERMS	N	2	1		N	252	N		
BTARSLS.INVDT	D	10	4		N	253	N		
BTARSLS.ORDDT	D	10	4		N	257	N		
BTARSLS.ORDNUM	A	10	10		N	261	N	Y	
BTARSLS.ORDQTY	N	4	2		N	271	N		10
BTARSLS.ORDCODE	A	10	10		N	291	N	Y	10
BTARSLS.ORDDESC	A	25	25		N	391	N	N	10
BTARSLS.ORDTAX	A	1	1		N	641	N	Y	10
BTARSLS.ORDPRCE	N	10	5	2	N	651	N		10
BTARSLS.ORDEXT	N	10	5	2	N	701	N		10
BTARSLS.FRT	N	6	3	2	N	751	N		
BTARSLS.MISC	N	6	3	2	N	754	N		
BTARSLS.TAX	N	6	3	2	N	757	N		
BTARSLS.TOTAMT	N	12	6	2	N	760	N		
BTARSLS.DEPT	A	3	3		N	766	N	Y	
BTARSLS.TRATE	N	5	3	2	N	769	N		
Total Record Size:		924	771						

BTARSLS.INVNUM - invoice number

BTARSLS.INVPRT - invoice printed flag

BTARSLS.INVPST - invoice has posted flag

BTARSLS.CCODE - ordered by customer code

BTARSLS.CNAME - ordered by name

BTARSLS.CADD1 - ordered by address line 1

BTARSLS.CADD2 - ordered by address line 2

BTARSLS.CCITY - ordered by city

BTARSLS.CSTATE - ordered by state

BTARSLS.CZIP - ordered by zip

BTARSLS.SCODE - ship to code

BTARSLS.SNAME - ship to name

BTARSLS.SADD1 - ship to address line 1

BTARSLS.SADD2 - ship to address line 2

BTARSLS.SCITY - ship to city

BTARSLS.SSTATE - ship to state

BTARSLS.SZIP - ship to zip

BTARSLS.SHIPVIA - ship via information

BTARSLS.SLSP - salesperson code

BTARSLS.TERMS - terms code

BTARSLS.INVDT - invoice date

BTARSLS.ORDDT - order date

BTARSLS.ORDNUM - customer order number

BTARSLS.ORDQTY - number of units ordered by line

BTARSLS.ORDCODE - product code by line

BTARSLS.ORDDESC - product description by line

BTARSLS.ORDTAX - whether or not this line item is taxable

BTARSLS.ORDPRCE - price per unit for this line item

BTARSLS.ORDEXT - extension of the quantity ordered and the price per unit (BTARSLS.ORDQTY * BTARSLS.ORDPRCE)

BTARSLS.FRT - freight amount

BTARSLS.MISC - miscellaneous charge amount

BTARSLS.TAX - total tax amount

BTARSLS.TOTAMT - total of the entire invoice

BTARSLS.DEPT - department code

BTARSLS.TRATE - tax rate

Schema: BTCENTRL Page: 1

Name	Type	Size	Csze	Dec	Ovly	Offset	Key	Up	Array#
BT.CENTRAL.NAME	A	25	25		N	1	N	N	
BT.CENTRAL.ADD1	A	25	25		N	26	N	N	
BT.CENTRAL.CITY	A	15	15		N	51	N	N	
BT.CENTRAL.ST	A	2	2		N	66	N	Y	
BT.CENTRAL.ZIP	A	9	9		N	68	N	Y	
BT.FISCAL.START	D	10	4		N	77	N		
BT.CURRENT.DATE	D	10	4		N	81	N		
BT.GL.LOC	A	1	1		N	85	N	Y	
BT.AP.LOC	A	1	1		N	86	N	Y	
BT.AR.LOC	A	1	1		N	87	N	Y	
BT.PR.LOC	A	1	1		N	88	N	Y	
BT.IC.LOC	A	1	1		N	89	N	Y	
BT.SO.LOC	A	1	1		N	90	N	Y	
BT.PO.LOC	A	1	1		N	91	N	Y	
BT.GJ.BATCH#	N	4	2		N	92	N		
BT.GJ.PST.NUM	N	3	2		N	94	N		
BT.MT.PST.NUM	N	3	2		N	96	N		
BT.SYS.PST.NUM	N	3	2		N	98	N		
BT.AP.PST.NUM	N	3	2		N	100	N		
BT.PR.PST.NUM	N	3	2		N	102	N		
BT.IC.PST.NUM	N	3	2		N	104	N		
BT.SO.PST.NUM	N	3	2		N	106	N		
BT.PO.PST.NUM	N	3	2		N	108	N		
BT.CHK.ACT.NME	A	15	15		N	110	N	Y	5
BT.CHK.ACT.BBAL	N	11	6	2	N	185	N		5
BT.CHK.ACT.ACCT	N	6	3		N	215	N		5
BT.CHK.ACT.DEPT	A	3	3		N	230	N	Y	5
BT.CHK.ACT.LRD	D	10	4		N	245	N		5
BT.CHK.ACT.NCN	N	6	3		N	265	N		5
BT.ARINV.NUM	N	6	3		N	280	N		
BT.ARMT.NUM	N	6	3		N	283	N		
BT.APINV.NUM	N	6	3		N	286	N		
BT.APMT.NUM	N	6	3		N	289	N		
BT.SO.NUM	N	6	3		N	292	N		
BT.PO.NUM	N	6	3		N	295	N		
BT.ARGL.NUM	N	6	3		N	298	N		
BT.ARSAT.NUM	N	6	3		N	301	N		
BT.ARSAN.NUM	N	6	3		N	304	N		
BT.ARFRT.NUM	N	6	3		N	307	N		
BT.ARMIS.NUM	N	6	3		N	310	N		

BT.ARTAX.NUM	N	6	3		N	313	N		
BT.ARCHK.ACCT#	N	1	1		N	316	N		
BT.APGL.NUM	N	6	3		N	317	N		
BT.ARDISC.NUM	N	6	3		N	320	N		
BT.APDISC.NUM	N	6	3		N	323	N		
BT.APFRT.NUM	N	6	3		N	326	N		
BT.APMIS.NUM	N	6	3		N	329	N		
BT.APTAX.NUM	N	6	3		N	332	N		
BT.APCHK.ACCT#	N	1	1		N	335	N		
BT.TAX.RATE	N	5	3	2	N	336	N		
BT.TRM.DSC	A	10	10		N	339	N	Y	10
BT.TRM.AMT	N	2	1		N	439	N		10
BT.TRM.TYP	A	1	1		N	449	N	Y	10
BT.TRM.DAY	N	2	1		N	459	N		10
BT.TRM.EOM	A	1	1		N	469	N	Y	10
BT.TRM.NOND	N	2	1		N	479	N		10
Total Record Size:		681	488						

BT.CENTRAL.NAME - company name

BT.CENTRAL.ADD1 - company address

BT.CENTRAL.CITY - company city

BT.CENTRAL.ST - company state

BT.CENTRAL.ZIP - company zip code

BT.FISCAL.START - fiscal year start

BT.CURRENT.DATE - today's date

BT.GL.LOC - G/L program group location

BT.AP.LOC - A/P program group location

BT.AR.LOC - A/R program group location

BT.PR.LOC - Payroll program group location

BT.IC.LOC - Inventory Control program group location

BT.SO.LOC - Sales Order Entry program group location

BT.PO.LOC - Purchase Order Entry program group location

BT.GJ.BATCH# - next General Journal batch number

BT.GJ.PST.NUM - next General Journal posting number

BT.MT.PST.NUM - next G/L Monthly Transaction posting number

BT.SYS.PST.NUM - next System Wide posting number

BT.AP.PST.NUM - not used at this time

BT.PR.PST.NUM - not used at this time

BT.IC.PST.NUM - not used at this time

BT.SO.PST.NUM - not used at this time

BT.PO.PST.NUM - not used at this time

BT.CHK.ACT.NME - checking account names

BT.CHK.ACT.BBAL - checking account beginning balances

BT.CHK.ACT.ACCT - checking account G/L account numbers

BT.CHK.ACT.DEPT - checking account G/L department codes

BT.CHK.ACT.LRD - checking account last bank reconciliation dates

BT.CHK.ACT.NCN - checking account next check numbers

BT.ARINV.NUM - next A/R invoice number

BT.ARMT.NUM - not used at this time

BT.APINV.NUM - next A/P invoice number

BT.APMT.NUM - not used at this time

BT.SO.NUM - next Sales Order number

BT.PO.NUM - next Purchase Order number

BT.ARGL.NUM - A/R General Ledger interface account number

BT.ARSAT.NUM - A/R Sales Taxable General Ledger interface account number

BT.ARSAN.NUM - A/R Sales Non-Taxable General Ledger interface account number

BT.ARFRT.NUM - A/R freight General Ledger interface account number

BT.ARMIS.NUM - A/R miscellaneous charges General Ledger interface account number

BT.ARTAX.NUM - A/R tax payable General Ledger interface account number

BT.ARCHK.ACCT# - A/R default checking account number

BT.APGL.NUM - A/P General Ledger interface account number

BT.ARDISC.NUM - A/R discounts received account number

BT.APDISC.NUM - A/P discounts taken account number

BT.APFRT.NUM - not used at this time

BT.APMIS.NUM - not used at this time

BT.APTAX.NUM - not used at this time

BT.APCHK.ACCT# - A/P default checking account number

BT.TAX.RATE - default taxing rate

BT.TRM.DSC - terms descriptions

BT.TRM.AMT - terms discount amounts

BT.TRM.TYP - terms discount types

BT.TRM.DAY - terms number of maximum days for discount

BT.TRM.EOM - terms whether or not the days are from the end of the month

BT.TRM.NOND - terms maximum days before invoice is overdue

Schema: BTGLCHEK Page: 1

Name	Type	Size	Csze	Dec	Ovly	Offset	Key	Up	Array#
BTCK.NUMBER	A	10	10		N	1	N	Y	
BTCK.KEY	A	11	11		Y	1	Y	Y	
BTCK.ACCT.NUM	N	1	1		N	11	N		
BTCK.CODE	A	10	10		N	12	N	Y	
BTCK.DATE	D	10	4		N	22	N		
BTCK.CLEARED	A	1	1		N	26	N	Y	
BTCK.AMOUNT	N	11	6	2	N	27	N		
BTCK.TYPE	A	1	1		N	33	N	Y	
Total Record Size:		44	33						

BTCK.NUMBER - check/deposit number

BTCK.KEY - overlay key

BTCK.ACCT.NUM - checking account number

BTCK.CODE - who from (vendor/customer code)

BTCK.DATE - date entered

BTCK.CLEARED - item has cleared the bank

BTCK.AMOUNT - the amount of the check/deposit

BTCK.TYPE - check (C) / deposit (D)

Schema: BTGLCOA Page: 1

Name	Type	Size	Csze	Dec	Ovly	Offset	Key	Up	Array#
BTGL.ACCTNUM	N	6	3		N	1	N		
BTGL.ACCTKEY	A	6	6		Y	1	Y	N	
BTGL.ACCTDEPT	A	3	3		N	4	N	Y	
BTGL.ACCTTYPE	A	1	1		N	7	N	Y	
BTGL.CR.DR	A	1	1		N	8	N	Y	
BTGL.ACCTDESC	A	25	25		N	9	N	N	
BTGL.CURRENT	N	11	6	2	N	34	N		14
BTGL.BUDGET	N	11	6	2	N	118	N		14
BTGL.1YRPAST	N	11	6	2	N	202	N		14
BTGL.2YRPAST	N	11	6	2	N	286	N		14
Total Record Size:		652	369						

BTGL.ACCTNUM - account number

BTGL.ACCTKEY - chart of account key

BTGL.ACCTDEPT - account department

BTGL.ACCTTYPE - type of account (A - asset / L - liability / O - owner's equity / E - expense / I - income)

BTGL.CR.DR - normally debit (D) or credit (C)

BTGL.ACCTDESC - account description

BTGL.CURRENT - current amounts

BTGL.BUDGET - budget amounts

BTGL.1YRPAST - 1 year past amounts

BTGL.2YRPAST - 2 years past amounts

Schema: BTGLFSTL Page: 1

Name	Type	Size	Csze	Dec	Ovly	Offset	Key	Up	Array#
BTFS.LNE.KEY	A	12	12		Y	1	Y	Y	
BTFS.NAME	A	10	10		N	1	N	Y	
BTFS.LINE#	N	4	2		N	11	N		
BTFS.SGL.ACCT	N	6	3		N	13	N		
BTFS.EGL.ACCT	N	6	3		N	16	N		
BTFS.TOTAL.FLD	N	1	1		N	19	N		
BTFS.PRT.LOC	N	1	1		N	20	N		
BTFS.PRT.DOL	A	1	1		N	21	N	Y	
BTFS.DESC	A	25	25		N	22	N	N	
BTFS.PRT.AMT	A	1	1		N	47	N	Y	
BTFS.OP	A	2	2		N	48	N	Y	
BTFS.CALC.BASE	N	1	1		N	50	N		
BTFS.NDC	A	1	1		N	51	N	Y	
Total Record Size:		59	51						

BTFS.LNE.KEY - line key field

BTFS.NAME - format name

BTFS.LINE# - line number

BTFS.SGL.ACCT - starting G/L account number

BTFS.EGL.ACCT - ending G/L account number

BTFS.TOTAL.FLD - what total field to place the amount into

BTFS.PRT.LOC - location offset

BTFS.PRT.DOL - print a dollar sign ($) Y/N

BTFS.DESC - description to print

BTFS.PRT.AMT - print the G/L amounts read

BTFS.OP - what type of line code

BTFS.CALC.BASE - percentage calculation base

BTFS.NDC - normally debit (D) or credit (C)

Schema: BTGLGJR Page: 1

Name	Type	Size	Csze	Dec	Ovly	Offset	Key	Up	Array#
BTGJ.TRANS.DATE	D	10	4		N	1	N		
BTGJ.POSTED	A	1	1		N	5	N	Y	
BTGJ.BATCH	N	4	2		N	6	Y		
BTGJ.TYPE	A	1	1		N	8	N	Y	
BTGJ.CVCODE	A	10	10		N	9	N	Y	
BTGJ.INVNUM	A	10	10		N	19	N	Y	
BTGJ.DESC	A	50	50		N	29	N	N	
BTGJ.CACCT	N	1	1		N	79	N		
BTGJ.DC	A	1	1		N	80	N	Y	14
BTGJ.ACCT#	N	6	3		N	94	N		14
BTGJ.DEPT	A	3	3		N	136	N	Y	14
BTGJ.AMT	N	11	6	2	N	178	N		14
BTGJ.PST	A	1	1		N	262	N	Y	14
Total Record Size:		395	275						

BTGJ.TRANS.DATE - G/J transaction date

BTGJ.POSTED - G/J transaction has been posted

BTGJ.BATCH - G/J batch number

BTGJ.TYPE - G/J type - (G - General Journal / C - cash receipt / D - cash disbursement / S - credit sales / P - credit purchases)

BTGJ.CVCODE - customer/vendor code

BTGJ.INVNUM - invoice number if any

BTGJ.DESC - transaction description

BTGJ.CACCT - if cash transaction then this is the checking account number

BTGJ.DC - debit (D) or credit (C) entries

BTGJ.ACCT# - General Ledger account numbers

BTGJ.DEPT - General Ledger department codes

BTGJ.AMT - transaction amounts

BTGJ.PST - whether or not this line item has been posted

Schema: BTGLHIST Page: 1

Name	Type	Size	Csze	Dec	Ovly	Offset	Key	Up	Array#
BTGH.RUN#	N	4	2		N	1	N		
BTGH.ACCT#	N	6	3		N	3	N		
BTGH.ACCTKEY	A	10	10		Y	3	Y	Y	
BTGH.DEPT	A	3	3		N	6	N	Y	
BTGH.PST.DATE	D	10	4		N	9	N		
BTGH.AMT	N	11	6	2	N	13	N		
BTGH.WHR	N	2	1		N	19	N		
Total Record Size:		36	19						

BTGH.RUN# - posting run number

BTGH.ACCT# - G/L account number

BTGH.ACCTKEY - history record key

BTGH.DEPT - G/L account department code

BTGH.PST.DATE - posting date

BTGH.AMT - amount of transaction

BTGH.WHR - where did it come from

Schema: BTGLMONT Page: 1

Name	Type	Size	Csze	Dec	Ovly	Offset	Key	Up	Array#
BTMT.CODE	A	3	3		N	1	Y	Y	
BTMT.LAST.POST	D	10	4		N	4	N		
BTMT.DESC	A	50	50		N	8	N	Y	
BTMT.POSTED	A	1	1		N	58	N	Y	
BTMT.NOBACK	A	1	1		N	59	N	Y	
BTMT.DC	A	1	1		N	60	N	Y	14
BTMT.ACCT#	N	6	3		N	74	N		14
BTMT.DEPT	A	3	3		N	116	N	Y	14
BTMT.AMT	N	11	6	2	N	158	N		14
BTMT.PST	A	1	1		N	242	N	Y	14
Total Record Size:		373	255						

BTMT.CODE - assigned transaction code

BTMT.LAST.POST - date of last posting

BTMT.DESC - transaction description

BTMT.POSTED - type of next posting (O - regular / B - backout)

BTMT.NOBACK - don't do backout transaction (Y/N)

BTMT.DC - debit (D) or credit (C) entries

BTMT.ACCT# - General Ledger account numbers

BTMT.DEPT - General Ledger department codes

BTMT.AMT - transaction amounts

BTMT.PST - whether or not this line item has been posted

Schema: BTGLTRAN Page: 1

Name	Type	Size	Csze	Dec	Ovly	Offset	Key	Up	Array#
BTTR.KEY	A	24	24		Y	1	Y	Y	
BTTR.CODE	A	10	10		N	1	N	Y	
BTTR.DATE	D	10	4		N	11	N		
BTTR.INVNUM	A	10	10		N	15	N	Y	
BTTR.DC	A	1	1		N	25	N	Y	
BTTR.ACCTNUM	N	6	3		N	26	N		
BTTR.ACCTDEPT	A	3	3		N	29	N	Y	
BTTR.AMT	N	11	6	2	N	32	N		
BTTR.FROM	N	2	1		N	38	N		
BTTR.PST	A	1	1		N	39	N	Y	
Total Record Size:		54	39						

BTTR.KEY - transaction key

BTTR.CODE - vendor/customer code

BTTR.DATE - transaction date

BTTR.INVNUM - invoice number

BTTR.DC - whether transaction is debit (D) or credit (C)

BTTR.ACCTNUM - G/L account number

BTTR.ACCTDEPT - G/L account department

BTTR.AMT - transaction amount

BTTR.FROM - where did it come from

BTTR.PST - P = posted

APPENDIX D

The following tables show which files are used in which programs and what those programs do to them. If the file is just read then an R will be placed in the appropriate location. If records can be updated or deleted then a W will be placed in the appropriate location. If the file is not used in the program then nothing will be there.

General Ledger Programs

Files

Programs	BTGLEL	BTGLCK	BTGLCHA	BTGLFLT	BTGLGJR	BTGLHIS	BTGLMTO	BTGLRTA	BTGLAV	BTGLAUS	BTGLAPV	BTGLAVD
BTGLCOA	R		W									
BTGLPRT1	R		R									
BTGLPRT2	R		R									
BTGLSYSP	W		W			W		W				
BTGLEGJ	W		R		W							
BTGLPGJ	W	W	W		W	W						
BTGLMMT	R		R				W					
BTGLMFS	R		R	W								
BTGLPFS	R		R	R								
BTGLCLSE	R		W									
BTGLPGLH	R		R			R						
BTGLCGLH	R		R			W						
BTGLEOM	R				W			W	W	W	W	W
BTGLEOY	R				W					W		W
BTGLPCAC	R	R										
BTGLPCAB	R	R										
BTGLRCA	R	W										

Accounts Receivable Programs

Files

Programs	BTCEL	BTGLCOA	BTGLTRAN	BTAIRV	BTACUST	BTASLS	BTASHIP	BTAMTN
BTARMCST	R				W			
BTARMSTA	R				R		W	
BTARCPT1	R				R			
BTARCPT2	R				R			
BTARCPT3	R				R			
BTARCPT4	R				R			
BTARCPT5	R				R		R	
BTARCPT6	R				R			
BTARCPT7	R				R			
BTARCPT8	R				W			
BTARINV1	W	R	W	W	W			
BTARESLS	R				R	W	R	
BTARPSLS	W		W	W	W	W		
BTARPLFS	R					R		
BTARMMTR	R	R			R			W
BTARCMTR	W		W	W	W			W
BTARPMT	R		W	W	W			
BTARAGE1	R			R	R			
BTARAGE3	R			R				
BTARAGE2	R			R	R			
BTARSTMT	R			R	R			

Accounts Payable Programs

Files

Programs	BTCELR	BTGLNR	BTLTOA	BTAPNV	BTAPVD	BTAPCH	BTAPMR
BTAPMVND	R				W		
BTAPVPT1	R				R		
BTAPVPT2	R				R		
BTAPVPT3	R				R		
BTAPVPT4	R				R		
BTAPVPT6	R				R		
BTAPVPT7	R				R		
BTAPVPT8	R				W		
BTAPINV1	W	R	W	W	W		
BTAPMMTR	R	R			R		W
BTAPCMTR	W		W	W	W		W
BTAPPID	R			R	R		
BTAPCITP	R			R	R	W	
BTAPPFCB	R	R			R	R	
BTAPPCHK	R				R	W	
BTAPPSTC	R		W	W	W	W	
BTAPAGE1	R			R	R		
BTAPAGE3	R			R			
BTAPAGE2	R			R	R		

Central Information Maint Programs

	Files	
	B	B
	T	T
	C	G
	E	L
	N	C
	T	O
	R	A
Programs	L	
BTCENTRL	W	
BTCENT1	W	
BTCHKACT	W	R
BTTRMS	W	

APPENDIX E

Throughout the system we mark fields that are keys with square braces around where the field would appear on the screen, i.e., [**********]. One of the features of using TAS as the language that all the applications were written in is the ability to find records in the different files easily and quickly. There are 5 different 'finds' that can be done. These are:

1) Find the closest record to that field entry you have made. For example, if this is a customer record you could enter the first few characters of their code, do a find control command (default ^F) and the record that is closest to those characters entered will be displayed.

2) Find Beginning Record (default ^B). This will find the first record in the file based on the key you are using.

3) Find Last Record (default ^E). This will find the last record in the file based on the key you are using.

4) Find Next Record (default ^N). This will find the next record in the file based on the key you used for your last search. NOTE: You must do a search of the 3 types above before you may do a next.

5) Find Previous Record (default ^P). This will find the previous record in the file based on the key you used for you last search. NOTE: You must do a search of the first 3 types above before you may do a previous.

Also, you should remember that the control command keys for these commands may be changed

easily and quickly. For more information please refer to the installation manual for TAS Level I. (The manual with the black cover.)

The last thing to remember is that all keys are primary. That is, a record may be found anywhere in the file using any key. The search times on a typical system with almost any size file are less than 1 second. The searching capabilities of TAS are one of its strong points and something you will come to rely on heavily after using it.

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